

LAR 8

Yakima County Superior Court

JUVENILE RESPONSIBILITIES AND PROCEDURES ASSIGNED TO COUNTY CLERK

This rule describes best practice processes and procedures and the financial responsibilities of the Yakima County Superior Court Clerk regarding Juvenile Offender and Juvenile Diversion cases in Yakima County. The purpose of the rule is to ensure best practices are used consistently and without interruption. The Clerk of the Court does not have the authority to modify or regulate these procedures without express, written permission of the Presiding Judge.

The Clerk of the Court shall be responsible for the following duties:

- Continue to accept and receipt for Juvenile Offender Fines, Fees and Restitution payments
- Continue to accept and receipt for Juvenile Diversion Fines, Fees and Restitution payments
- Use of the prescribed transaction codes provided by the Administrative Office of the Courts (AOC) for processing Diversion Fees, Fines and Restitution payments
- Use of the prescribed transaction codes provided by AOC for processing Juvenile Offender payments
- Create and maintain accurate financial records of all Juvenile Fines, Fees and Restitution payments, to include Joint and Several.

The Clerk of the Court shall provide, upon request from the judiciary, a financial report for the Juvenile Offender and the Diversion cases that indicates:

- The case number
- The date of payment
- The offender name
- The transaction code used
- The transaction amount and method of payment
- The transaction receipt number

Juvenile Offender account setup and Diversion Fees, Fines and Restitution setup into the Odyssey system shall occur the day the Order is received by the Clerk's Office.

The Clerk shall ensure his/her financial staff has all the necessary permissions and access to run reports, set up fines and fees, and process payments.

Disbursement of all Juvenile Offender payments and Diversion payments shall be disseminated every Friday by 5 pm.

The Clerk, as custodian, shall save and maintain all financial reports and case information pursuant to the Secretary of State Records Retention Schedule.

The Clerk shall complete all changes from the replication report sent from the Administrative Office of the Courts (AOC) within 5 business days of receipt, in an effort to keep Yakima County case files accurate and up to date.

Upon notification of Juvenile case closure, the County Clerk will use the information provided by Juvenile Probation to create a letter notifying the Juvenile Offender that they are to report to the County Clerk's office to make arrangements to pay their fine.

The Clerk shall also use the tools provided by the Administrative Office of the Courts to follow best practices. The Clerk shall refer to the AOC online JIS Juvenile manual and the County Clerk's manual for further guidance.