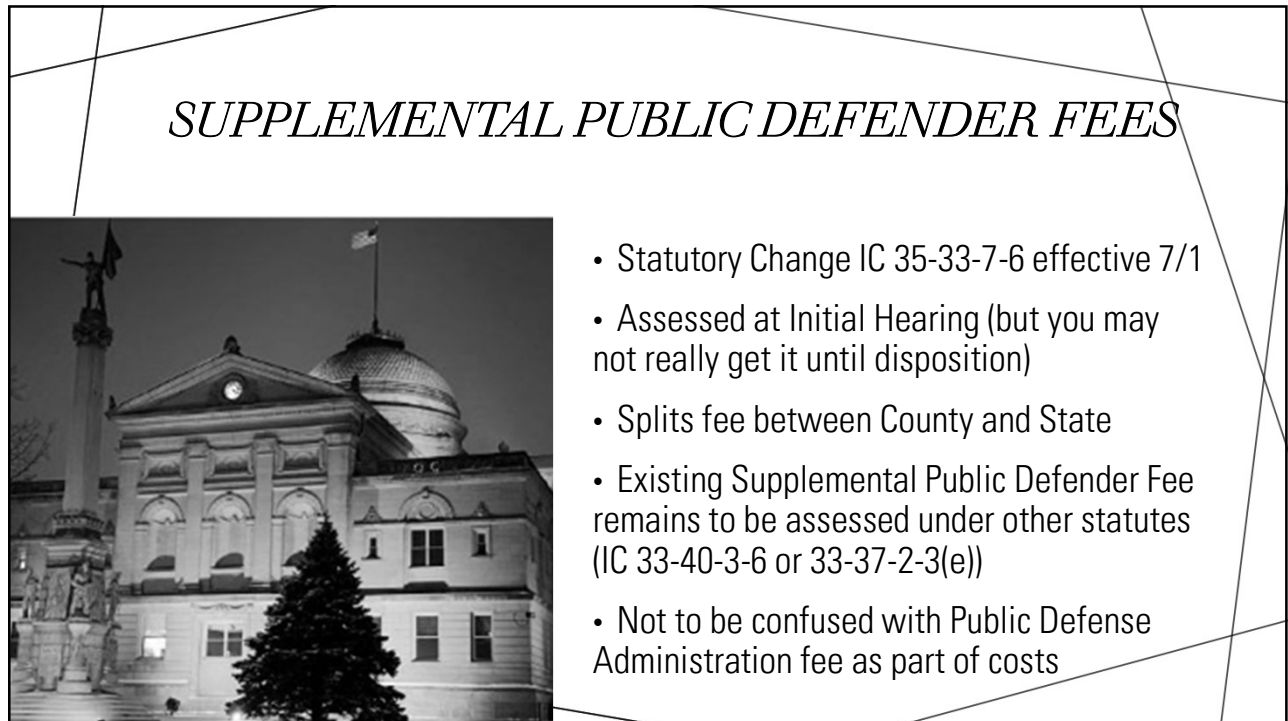




*2024  
ANNUAL  
CLERK'S  
CONFERENCE*

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*SUPPLEMENTAL PUBLIC DEFENDER FEES*

- Statutory Change IC 35-33-7-6 effective 7/1
- Assessed at Initial Hearing (but you may not really get it until disposition)
- Splits fee between County and State
- Existing Supplemental Public Defender Fee remains to be assessed under other statutes (IC 33-40-3-6 or 33-37-2-3(e))
- Not to be confused with Public Defense Administration fee as part of costs

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- Separate Fee Schedules for Felony and Misdemeanor
  - Statute sets fee at \$200 for Felony, \$100 for Misdemeanor
- Assess the fees per the orders (This information is being shared with judges as well)
- If specific fee not included in the order, ask your judge for clarification



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## *ASSESSING THE FEES*

- Now 3 fee schedules – choose carefully!
- New fee schedules are set as allowable Once per Case
- You can select *either* the Felony or Misdemeanor
- You can select one of the Felony/Misdemeanor schedules *AND* the original Supplemental Public Defender Fee

Select Fee Schedules

Description  Code

Show Selected Codes Only Sort

Description	Code
1. <input type="checkbox"/> Supplemental Public Defender Fee	SPD
2. <input type="checkbox"/> Supplemental Public Defender Fee (IC 35-33-7-6) - Felony	SPDF
3. <input type="checkbox"/> Supplemental Public Defender Fee (IC 35-33-7-6) - Misd	SPDC

Enter Defendant Charges on Case # 48C03-2301-CM-000303

Date  Case Due Date  For Party **Defendant, Davic**

System Distribution  Manual Distribution Case Grace Days

Charge Information

Fee Schedule	Charge	
Supplemental Public Defender Fee (IC 35-33-7-6) - Mis	100.00	<input type="checkbox"/>
Supplemental Public Defender (IC 35-33-7-6) - Count	50.00	
Supplemental Public Defender (IC 35-33-7-6) - State	50.00	

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## DISBURSING THE FEES

- Add the fees to the appropriate group disbursement
  - Supplemental Public Defender Fee (IC 35-33-7-6) – County
    - Add to monthly Group Disbursement to county
  - Supplemental Public Defender Fee (IC 35-33-7-6) – State
    - Add to semi-annual Group Disbursement to the state



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## DISBURSING THE FEES

- Recall your disbursement report
- Click the picker icon under “Criminal Fee Codes”
- Search for /select the appropriate fee
- Click Memorize
- Click on the report name that you updated
- Click Save... you may get a warning that it already exists. If you’ve selected the correct account, click Yes.
- Everyone who has a saved report must do this.

Location: Elkhart County; Elkhart County

**Check Information**

Create disbursement check

As Of Date:

Check Type:

Trans Date:

**Collection Information**

Create disbursement summary report

Collection Start Date:

Collection End Date:

Report Options:

Include Full Detail

Suppress Previously Held Fees

**Disbursement Criteria** Clear Recall Memorize

Checking Accounts:

Fee Categories:

Civil Fee Codes:

Criminal Fee Codes:

Family Fee Codes:

Probate or Mental Health Fee Codes:

Memorize Disbursement

Name	Date	Time
West Lafayette Semi-Annual Disb	08/10/2021	1:52 PM
West Lafayette Other Disb	08/10/2021	1:55 PM
West Lafayette Montly Disb	09/14/2021	4:41 PM
Washington New Acct - Support Checks	04/01/2019	2:19 AM
Washington New Acct - State Checks	04/01/2019	2:18 AM
Washington New Acct - Daily Checks	04/01/2019	1:43 AM
Washington New Acct - County Checks	04/01/2019	2:07 AM
Warren Daily new account	10/02/2017	12:59 PM
Warren - State	12/06/2017	10:24 AM
Warren - Monthly new bank	10/02/2017	12:00 PM
Marion State	01/29/2021	8:47 PM

Name to Save:

Save Exit

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## *FEE CONFIGURATION*

- The County share goes to existing Supplemental Public Defender G/L Account
- New G/L Account for the State portion
- Depending on your report set up, you may need to add the state portion to your Daily Cash Balance report
- No change to your County ROC for your auditor
- IOCT working to update the INCite State Comptroller Collections reports

200-017-200-385	Small Claims Service Fee	Revenue	33.08
200-017-200-390	Special Death Benefit Fee	Revenue	35.00
200-017-200-395	Supplemental Public Defender Fee	Revenue	0.00
200-017-200-400	Tax Warrant Filing Fee	Revenue	21.00
200-017-200-410	Will Depository Fee	Revenue	0.00
200-017-200-415	Work Release	Revenue	0.00
200-017-200-420	Workforce Development Fee	Revenue	0.00
200-017-300	State Fees	Liabilities - Summary	3,588.98
200-017-300-003	Alcoholic Beverages to Minors	Revenue	0.00
200-017-300-005	Alcohol & Drug Countermeasures - State	Revenue	253.80
200-017-300-011	Automated Record Keeping	Revenue	491.46
200-017-300-015	Automated Record Keeping Fee	Revenue	10.00
200-017-300-020	Child Abuse Prevention - State	Revenue	0.00
200-017-300-025	Court Administration Fee	Revenue	144.33
200-017-300-030	Court Costs - State	Revenue	1,847.89
200-017-300-035	DNA Sample Processing Fee	Revenue	25.28
200-017-300-040	Domestic Violence Prevention & Treatment	Revenue	0.00
200-017-300-045	Drug Abuse, Prosecution, Interdiction & Enforcement and Administration Fee	Revenue	0.00
200-017-300-050	Enforcement and Administration Fee	Revenue	0.00
200-017-300-053	Highway Worksite Judgments	Revenue	0.00
200-017-300-055	Highway Worksite Zone	Revenue	2.60
200-017-300-065	Judicial Insurance Adjustment Fee	Revenue	28.94
200-017-300-070	Judicial Salary Fee	Revenue	545.91
200-017-300-075	Marriage Licenses	Revenue	75.00
200-017-300-080	Mortgage Foreclosure and Education Fee	Revenue	0.00
200-017-300-085	Pro Bono Legal Services Fee	Revenue	20.31
200-017-300-090	Public Defense Administration Fee	Revenue	143.46
200-017-300-095	Punitive Damage Award	Revenue	0.00
200-017-300-105	Safe Schools	Revenue	0.00
200-017-300-109	Supplemental Public Defender Fee - State	Revenue	0.00
		Revenue	0.00

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## *REPORTING THE FEES*



- Statute requires the Clerk to report on these fees annually to Indiana commission on court appointed attorneys (IC 33-32-2-11)
- As long as you select the correct fees/schedules, IOCT will report annually on your behalf to fulfill statutory requirement

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## UNCLAIMED FUNDS

- Assess the Unclaimed Funds to the party who could claim it from the AG
- You can void and move money during the year and do not have to wait until the fall to start
- If money is not from a case (i.e. Free-standing bond distribution), add a CB case and make the party a Claimant
- Due Diligence is required
  - Ask IOCT for a report (who can claim, party address, amount, etc.)

48C03-2301-CM-000303

**State of Indiana v. David Defendant**  
 Type CM - Criminal Misdemeanor

Group By:

**Party/Financial Category**

- State Plaintiff
- Defendant
  - Defendant, David
  - [Case Fees - Other](#)
  - [Cash Bonds](#)
  - [Registry and Trust](#)
- Prosecutor
  - Cummings, Rodney Justin
  - [Case Fees - Other](#)
  - [Cash Bonds](#)
  - [Registry and Trust](#)
- Attorney

**Participant/Financial Category**

- Victim Advocate
  - Advocate, Amy
  - [Case Fees - Other](#)
  - [Cash Bonds](#)
  - [Registry and Trust](#)

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## UNCLAIMED FUNDS

**REQUEST ACTION**

**Verify Identity**

Login Name: \*  Account Number: \*

**Bank Reconciliation Options**

Cleared Transaction Report  
 Outstanding Check Report  
 Process Bank Activity and produce Discrepancy Reports

Report Format:

**SBOA Monthly Report Form 46-CR**

Month End Date:

**Unclaimed Funds Options**

Unclaimed Funds Report

Check Number:  Check Amount:

- When in your bank account in Financial Manager, click Alt-F1 to launch
- Select Unclaimed Funds at bottom
- Enter your login/account number at the top and the check number/amount at the bottom.
- Click Add Request
- Will get email with excel file attached
- Follow AG's instructions to submit... may require 3<sup>rd</sup> party vendor to transfer excel file to NAUPA file format

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## SENIOR PROSECUTORS

- Required to file Senior Prosecutor Affidavit and Court Approval document in each court where they request appointment
- Case Type Quick Reference Guide indicates it is a CB that is *NOT initially efiled*

<https://www.in.gov/courts/iocs/files/casetype-quick-reference.pdf>

COURT BUSINESS						
Action	Special Notes	Case Type	Identifier	Initial E-filing?	Subsequent E-filing?	
Affidavit requesting senior prosecuting attorney designation per IC 33-39-10-1	Clerk and court use only	Court Business	CB	No	No	
Attorney surrogate petition for deceased/disabled attorney	Clerk and Court Use only. Admission and Discipline Rule 23 no filing fee.	Court Business	CB	No	No	

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## SPECIAL PROSECUTOR

- Note general CB cases are *NOT* on the available case types

<https://www.in.gov/courts/files/efiling-implementation-schedule.pdf>

### Case Types Available for E-filing

Documents in the following case types may be e-filed in any court with voluntary or mandatory e-filing in effect. Any case with a type not listed below is not eligible for e-filing. This includes expungements in cases that were filed before January 1, 1987, which is when the uniform case number (AR8) became effective.

Identifier	Case Type	Filing availability	Date first available
AD	Adoption	Initial and subsequent	05-01-2016
AH	Adoption History	Subsequent filings only	05-01-2016
CB	CB-Foreign Judgment	Initial and subsequent	07-29-2015
CC	Civil Collection	Initial and subsequent	07-29-2015
CF	Criminal Felony	Subsequent filings only	10-19-2015
CM	Criminal Misdemeanor	Initial and subsequent	10-19-2015

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## *ODYSSEY UPDATE*

- Indiana licenses Odyssey from Tyler Technologies
- Tyler is updating processes
  - Odyssey -> Navigator -> Enterprise Justice (EJ)
  - Moving to a standardized release schedule asking clients to update to select list of releases



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- Currently on R17, reviewing R23
- Testing includes:
  - Testing functionality of Odyssey
  - Reviewing new/changed features
  - Testing against integrations (eFiling, BMV, NICS, eNotice, PRO, etc.)
- We plan to make R23 available to you to test/review prior to implementing
- No date set



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## *TRAINING AND SUPPORT*



- Tech Talks
  - Monthly topic – currently going through the tabs
  - Recorded and on Alt-F1
  - Disconnect with topics?
    - Generally under 10 attendees
    - Most popular video (Unclaimed Funds) has 60 unique viewers. Most average mid-30's

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## *TRAINING AND SUPPORT*

- Court & Clerk Employee Conference
  - July 9
  - Embassy Suites - Noblesville



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## *TRAINING AND SUPPORT*



Gaye Lynn Strickland

[gayelynn.Strickland@courts.in.gov](mailto:gayelynn.Strickland@courts.in.gov)

317-232-0991

[Helpdesk@courts.in.gov](mailto:Helpdesk@courts.in.gov)

1-888-275-5822

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## *IOCS RESOURCES*

- Indiana Judicial Branch: Office of Court Services: Publications & Forms  
(<https://www.in.gov/courts/iocs/publications/>)
- Examples of key resources
  - Trial Court Administration Manual for Judges and Clerks
  - Trial Court Fee Manual
  - Small Claims Manual
  - Legal Information Guide (difference between information and advice)
  - Notice of Completion of Clerk's Record in Appeals
- Record Retention – Questions go to Tom Jones at IOCS; [tom.jones@courts.in.gov](mailto:tom.jones@courts.in.gov)

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