



Nebraska Court Compliance Pilot Project Final Report

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Introduction and Background

The National Center for State Courts (NCSC) has assisted the Nebraska courts with the design and implementation of a pilot project to improve compliance with court-ordered financial obligations in criminal cases. In addition to increasing compliance, the Nebraska courts are interested in how they can better utilize staff and resources in rural areas to improve system effectiveness. The stated goals of the project are to:

- Increase compliance with payment of fines, costs, and restitution
- Test the viability of remote work activities
- Determine the effectiveness of new collections methods and processes

Under the leadership of Judge Anne Paine, the 11th Judicial District became the site for experimenting with new procedures to encourage compliance with financial penalties. These included using special notification procedures, setting time to pay cases for court review, and utilizing shared staff resources within the district to enhance enforcement. The initial pilot project has focused on misdemeanor cases where the defendant has been placed on probation and ordered to pay fines, fees, and costs as a condition of the sentence.

One of the issues that the project has addressed is the lack of coordination of enforcement of financial judgments when defendants are placed on probation. The past practice has been to allow defendants to pay any time up to the last month of their probation period. Therefore, in many cases the court or probation officer would only take action when the defendant was approaching the end of the probation period. Without regular monitoring and notification, defendants often failed to make installment payments. As a result, probation officers would either have to extend probation or request a waiver of fines and costs by the court. There was also little active effort to encourage defendants to make timely payments.

In many rural districts and regions across the country case filings have diminished in recent years. This is due to a variety of factors, including population and business activity loss to urban areas, aging of the population, and cutbacks to law enforcement as a result of the recent recession. One of the challenges for rural courts has been to maintain full-time court office hours in areas with low levels of judicial activity. An approach which has shown promise in other states is “in-sourcing” court support work. This concept has been adopted, for instance, by the South Dakota judiciary which has shifted tasks such as entering citations, responding to background check requests, and enforcement of overdue fines, from busier courts to those with less work, usually in more rural locations. This enables courts to balance workloads and helps justify maintaining staff in the rural courts. The same concept has been applied in Nebraska for collections under this pilot project.

The 11th Judicial District covers a large rural area in the southwestern part of the state. The overall misdemeanor caseload for the 11th District continues to decline and is at its lowest level since 2005:¹

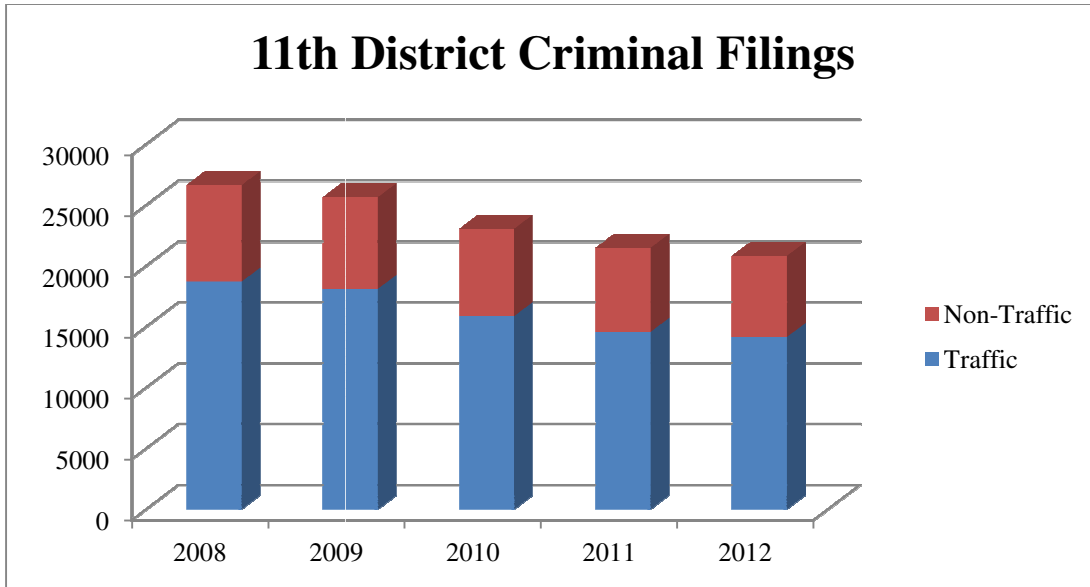


Figure 1: Five Year Misdemeanor Filings - 11th District

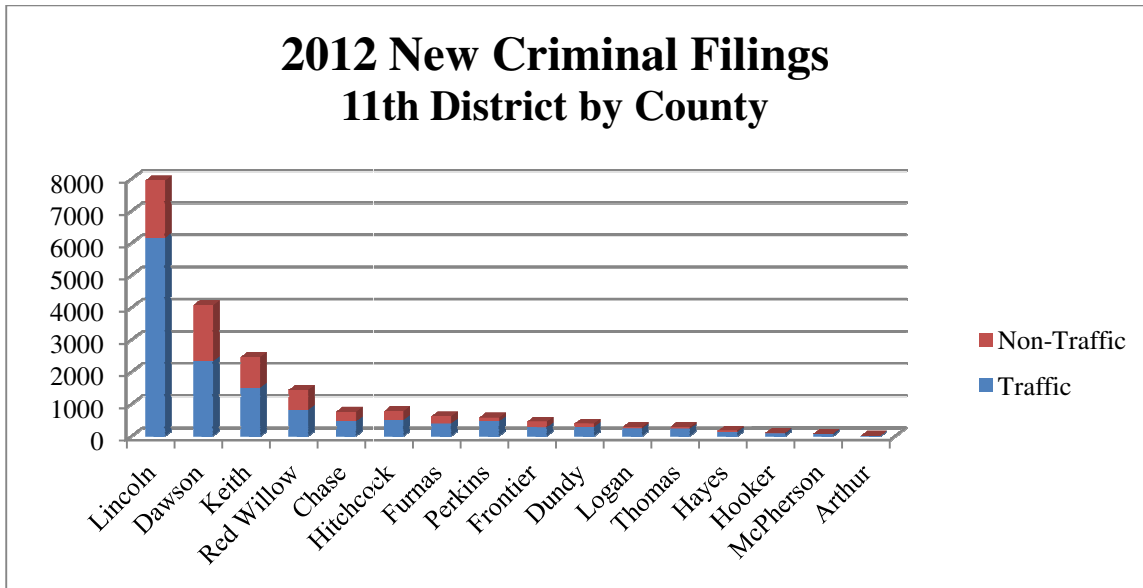
The number of individuals placed on probation for misdemeanor offenses and discharges declined in 2011 from the previous year:

Year	Probation Ordered	Discharged
2010	1,109	1,186
2011	973	991

Table 1: Misdemeanor Probation Ordered/Discharged – 11th District

As the following graph illustrates, there is a considerable difference in the criminal workload between the largest three or four counties in the 11th District:

¹ Annual Caseload Reports for All Courts, Nebraska Administrative Office of Courts, <http://supremecourt.ne.gov/community/adminreports/index.shtml>



Pilot Project Features

The primary features of the pilot project are closer monitoring of time payments, the use of mobile phone texting reminders, and scheduled review hearings to encourage greater compliance. Defendants who are granted time to pay are requested to provide their email address, cell phone number, and carrier information to compliance staff. Court staff determine a payment plan and set specific due dates when the defendant comes out of court. Generally, the total amount of fines, costs, fees, and restitution is divided by the number of months on probation. For example, payment over a 12 month probation period would be in 11 installments.

Defendants receive a courtesy reminder text from compliance staff prior to their due date, and will receive further texts if they miss a payment date or the court issues a warrant. Defendants are scheduled for a future review date at 60 day intervals which they are not required to attend if they are in compliance with payment terms. Defendants also receive a text message regarding their next show cause hearing date. If the defendant fails to appear for a show cause hearing the court may issue a warrant. An outline of pilot project procedures agreed upon at the beginning of the project is included as Appendix B.

Two staff of the 11th District agreed to take the primary responsibility for implementing the new procedures, splitting the counties between them. Both report that they are seeing an overall increase in payments and more regular compliance on the part of defendants. Interestingly, many defendants have expressed their appreciation for the reminder notices. Concerns that defendants would be unwilling to provide cell phone information have been unfounded. Staff was asked to assess the impact of these new procedures on compliance, as well as the amount of additional time that was required to collect information, monitor accounts, and send text or email notifications. The results are summarized in this report.

Findings

Pilot Project Outcomes

Impact on Staff and Judicial Resources

Dundy Court Clerk Deb League reported that she dedicates approximately three to four hours each month to review and send notices, with Dawson County matters taking up the most time. Show cause hearings in Dawson are scheduled monthly and approximately 50 to 60 cases are set each month. Ms. League estimates that monitoring takes about four minutes per case each month. The other counties (Perkins, Frontier, and Chase) that she is responsible for have required a total of about three hours of her time each month.

Hitchcock County Clerk/Magistrate Linda Smith reported that as of April 12, 2013, there were a total of 328 time payment cases in the counties of Lincoln, Red Willow, Furnas, Hitchcock, Gosper, Hayes, Hooker, Logan, McPherson, and Thomas. The highest volume is for Lincoln County which has show cause hearings scheduled on Mondays, Wednesdays, and Fridays. Red Willow has hearings on Tuesdays, Furnas County on Mondays, and Hitchcock on 2nd and 4th Wednesdays. The remaining counties set show cause hearings once each month. Ms. Smith reviews records daily to ensure that payments are recorded. If a defendant is in compliance and is scheduled for court, they must be taken off the docket to prevent a warrant for non-compliance from being issued. She estimates that she spends about two hours total each day, including time for checking payments and sending reminder texts to defendants.

For judges one of the challenges has been access to accurate payment history information. The CGLANCE function displays recent payments but does not show the actual arrearage if the defendant is behind in payments. This is related to the lack of specific language in payment agreements setting the exact due dates for payments. This apparently makes monitoring defendant compliance more complicated than it needs to be. Defendants who are making payments each month believe they are in compliance, however it may appear in the system that they are in arrears.

The use of texting as a method of notification has caused some concerns when it comes to enforcing non-payment. Some judges have been reluctant to issue a warrant when a defendant fails to appear for a hearing that they were notified of by text, or fails to respond to a texted non-compliance notice. In reality this may be no more or less reliable than a mailed notice. As Judge Paine has noted, the solution is to make it clear when the defendant is granted time to pay that they are responsible for keeping the court informed of their current phone number, just as they are required to notify the court of their current address. In addition, the defendant should be required to acknowledge acceptance of notification by text when they sign their partial payment agreement.

Eleventh District Chief Probation Officer Lonnie Folchert indicates that creating the expectation that the defendant must appear in court if they fail to make payments, and that they may face jail time for non-compliance, has allowed probation officers to focus more on other terms and conditions of probation that are related to behavioral change. He notes that probation officers have not had to extend probation periods as frequently for failure to pay as a result of the new procedures.

Impact on Overall Receivables

Receivable reports for the 11th District were prepared prior to commencement of the pilot project in 2012 and at the conclusion of the project in May 2013. While the past due amounts remain remarkably similar, a substantial reduction in amounts which are due and owing (but not overdue) occurred during this period. The reduction may be the result of successful efforts to compel defendants to pay their obligations earlier rather than allowing the amount to accumulate to the end of their probation term.

	Due	Past Due	TOTAL
2012	\$ 345,836	\$ 354,660	\$ 700,496
2013	\$ 243,782	\$ 354,901	\$ 598,683

Table 2: Comparison of Probation Case Pending Receivables as of April 5, 2012 and April 5, 2013

Compliance with Payment Terms

Compliance staff provided two “snapshots” of the compliance status of cases which were being enforced under the pilot in the 11th District on November 1 of last year and April 15 of this year. A defendant is considered “in compliance” if the amount has been paid in full or payments are current. A defendant was considered to not be in compliance if he/she has been granted an extension, probation has been revoked, a warrant issued, the defendant chose to sit out the time in jail, or the balance has been waived by the court. As the following tables indicate, there is a high level of overall compliance for cases in the pilot counties:

County	Time Payments Granted	In Compliance*	% Compliant
Lincoln	112	95	85%
Red Willow	39	37	95%
Furnas	10	10	100%
Hitchcock	8	8	100%
Gosper	4	3	75%
Hayes	6	6	100%
TOTAL	179	159	89%
*paid in full or in compliance with payment plan			

Table 3: Snapshot of Cases in Compliance, November 1, 2012

County	Time Payments Granted	In Compliance*	% Compliant
Lincoln	213	172	81%
Red Willow	74	60	82%
Furnas	15	14	93%
Hitchcock	12	12	100%
Gosper	6	4	66%
Hayes	6	5	80%
Logan	2	2	100%
TOTAL	328	269	82%

* paid in full or currently in compliance with payment plan

Table 4: Snapshot of Cases in Compliance, April 15, 2013

Payment of Probation Fees

Table 5 compares payments and assessments for a six month period prior to pilot project activity with the final six months of the one year pilot for probation enrollment and supervision fees. The comparison shows an improvement in payment rates during the pilot period.

	May 1 – October 31, 2011			Nov. 1, 2012 – April 30, 2013		
	<u>Assessed</u>	<u>Paid</u>	<u>%</u>	<u>Assessed</u>	<u>Paid</u>	<u>%</u>
<i>Enrollment Fee</i>	\$12,770	\$6,011	47%	\$11,370	\$7,167	63%
<i>Probation Fee</i>	\$72,358	\$21,478	30%	\$84,078	\$31,198	37%

Table 5: Comparison of Probation Fee Assessments and Payments

Overall Compliance Rates

Figures 2 – 5 in Appendix A illustrate the amounts assessed, paid, and waived for the years 2007 through 2012 for the 11th District. The charts show several trends:

- Judgment fee assessments increased in 2012, as did the proportion of judgment fees waived, unlike other fee types.
- Assessments of costs remained similar to the previous year, although the amounts waived and paid were lower.
- Probation enrollment fees have shown a steady decline along with the decline in criminal filings. The proportion of waivers in 2012 reached its lowest level.
- Probation fee assessments, despite lower caseloads, have increased and the proportion of fees waived has continued to decline.

It should be noted that the numbers for 2012 include only a portion of the period in which the pilot project was in effect, so that the total impact may not be readily apparent from these tables. The encouraging news is that the proportions of fees being waived appears to be declining

overall, except for judgment fees. This was one of the objectives of the pilot project. Additional analysis is needed to determine the reasons for lower rates of collection of judgment fees.

Comparisons with Other Jurisdictions

While there are no accepted collection rate standards that serve as a bench mark for assessing program effectiveness, studies in other states do provide some comparisons. The following are some examples of reported collection rates for various types of debt from several studies:

Arizona – The data from misdemeanor criminal cases in eight limited jurisdiction courts found an overall compliance rate of 70%.²

Colorado – A ten year analysis of all offenses (infractions to felonies) found that 70 percent of total amounts assessed had been collected. Payment rates for traffic-related cases were 82 percent.³

Florida – The Florida Clerks of Court Corporation has set a collection rate goal of 40% for misdemeanor criminal and traffic cases. A survey of selected Florida courts indicated that less than half of the clerks met the 40% goal for criminal cases, though all easily exceeded the goal for collection of traffic fines.⁴

Michigan – The Michigan State Court Administrator’s Office studied cumulative collection rates over 18, 30, 42, 66, and 78 month periods for all case types. Results indicate that over a period of 78 months, district courts collect over 90 percent of assessments for misdemeanors and civil infractions. In the circuit courts, the 78 month collection rate for felonies is just below 30 percent.

Research has generally revealed that compliance with less serious misdemeanor and civil infraction penalties is higher, while the rate of collection of felony financial orders is considerably lower. This is likely attributable to a variety of factors. Restitution is ordered more frequently and at higher amounts in felony cases than misdemeanors, making full compliance more difficult. Defendants with serious charges are less likely to have the economic means to pay large fines and restitution, and many will serve jail or prison terms before being required to begin making payments. Generally, the enforcement of financial obligations has been a higher priority in misdemeanor and traffic courts.

² Dybas, Julie Application of CourTools Measure 7. Institute for Court Management Court Executive Development Program research paper, May 2007.

³ Litschewski, Paul. Fines and Restitution, Collecting by Investing. The Court Manager, Volume 26, Issue 1.

⁴ Matthias, John and Raaen, Nial. Study of the Effectiveness of Collections in Florida Courts. National Center for State Courts, November 2012.

Considerations for Further Implementation

Additional Clerical Time

The main issue that was identified during the pilot was simply the amount of time required to gather additional information (cell number and carrier) from defendants. The other aspect of the project that has consumed more time is requiring defendants who are not in compliance to appear for a show cause hearing. This does require additional time for both judges and clerks. The anecdotal evidence from the pilot indicates that most defendants are responding to the reminder messages and the number of show causes has remained relatively low. Even when a warrant has been issued staff has found that defendants are more responsive when they receive a text message notifying them of the outstanding warrant. While difficult to quantify, requiring defendants to appear in court sends a strong message that the court takes these obligations seriously which may ultimately result in higher compliance rates.

Timely Information Exchange

For the system to work effectively the individuals tasked with entering defendant information and sending messages need timely and accurate information from the courts they serve. It was recommended by staff that they be provided with at least a weekly report identifying the individuals who had been placed on probation. Fortunately, the fact that Nebraska has a state-wide case management system makes it much easier to access current case information from any location. Without this it is unlikely that in-sourcing clerical work would be feasible.

Improved Information for Defendants

Staff noted the need to improve the language and format of time payment orders to make them more understandable for defendants and staff. Clearer language indicating when partial payments are due is needed. Revised forms have been developed by project staff and are included in the appendix.

Clarification of Roles

The collection workers have taken on new roles and there will need to be additional clarification of their duties and responsibilities if the project is expanded. As an example, when defendants receive texts indicating they are in arrears, if they believe they are current with their payments they typically call the court for clarification. As the collections workers already have the information it may be easier for them to be the point of contact for the defendant once a time payment has been set up. Otherwise, as Judge Paine has pointed out, court staff has to log on, look at all the payments and try to figure out why they are getting the texts. It may also be beneficial to give staff the discretion to continue show cause hearings under specific conditions when a defendant appears to be making a good faith effort.

Application of Results to Other Districts and Cases

Application to Non-Probation Cases

Although the pilot was originally intended for cases in which probation and time payments were ordered, the process has already expanded to include other cases with time payment agreements. Staff reports that required appearances for show cause hearings are rare, and most people are very willing to provide the additional information when the purpose is explained to them. Proposed procedures for collection of non-probation cases which were prepared by program staff are included in Appendix C.

Application to Other Districts

One of the benefits of conducting the pilot project in the 11th District is the opportunity to demonstrate how resources in the more rural courts can be used more efficiently. One staff member was able to manage cases in ten counties, owing in part to the relatively small number of cases in many of them. However, if the process works in a setting where there are multiple offices to work with, it should work as easily for higher volume districts with fewer courts. The primary question will be whether there are staff available to take on the additional work, either for their own court or collectively as has been the case in the 11th District. If so, there appears to be no reason why the process can't be applied successfully in other areas of the state.

Principles of Effective Collection

Though its research and experience with court collections across the country, NCSC has identified a set of principles that are characteristic of effective programs.⁵ The following is an assessment of how these principles have been applied in the 11th District:

Demonstrate judicial and administrative commitment – Judicial leadership has been a key part of the 11th District pilot, as has support from the Administrative Office of the Courts (AOC). If the program is duplicated in other districts both local judicial leadership and on-going support from the AOC will be needed. NCSC has found that one way of ensuring continuing interest and commitment is through development and periodic publication of performance measures and feedback on program effectiveness.

Establish clear responsibility for collection – Clerk's staff, judges, and probation officers each have important roles in holding defendants accountable for financial obligations. The pilot project identified these responsibilities prior to commencement of the effort. Based on the results a more formal set of policies and procedures should be developed to guide other courts.

⁵ Klaversma, Laura and Matthias, John. *Current Practices in Collecting Fines and Fees in State Courts: A Handbook for Collection Issues and Solutions* (2nd edition), National Center for State Courts, 2009.

Communicate expectations to defendants – Participating judges and staff noted that improvements to payment agreements and probation orders are needed to ensure that defendants are clear about due dates for payments. The text messaging feature seems to effectively communicate to defendants what is expected and the consequences for non-compliance.

Establish and adhere to procedures – All indications are that the staff who volunteered to monitor payments and manage the notification process has followed the agreed-upon procedures for the program. Because of concerns about the notice process itself, some judges have chosen to not issue warrants for failure to appear or have opted out of the program. As noted in the recommendations, the issue of what constitutes proper notice needs to be addressed.

Immediate responses to non-compliance – This is another hallmark of the pilot project. The texting/email feature provides a direct and immediate way to communicate with defendants when they have failed to pay or appear as required.

Ensure that procedures are understood by all – Early communication and exchange of ideas between participating judges and staff, as well as during the pilot project, was evident. This has helped head off potential problems and ensured that staff had an opportunity to offer input and ideas for improvement. Open communication is especially important when courts venture into new ways of doing business.

Employ a range of effective sanctions – The pilot project focused primarily on improving communications with defendants. As part of an on-going assessment of collection practices the AOC may want to review the available sanctions for non-compliance and assess to what extent various courts use these sanctions, and their effectiveness. The enforcement process does, however, employ a series of graduated responses, beginning with notification, followed by a show cause hearing, additional notification and eventually a bench warrant.

Set short periods for payment – This was not specifically addressed as part of the pilot project. Future discussions about policy should assess current practices for determining the length of payment periods based on defendant ability to pay, as well as the feasibility of requiring most defendants to make a partial payment at the time of sentence. During the initial assessment there was some discussion about encouraging defendants to utilize the on-line payment feature available on the public terminals at each court.

Set collection goals and monitor performance – Data collected for the pilot project to establish a collection baseline and measure the effectiveness of the project activities will be the basis for a more comprehensive assessment of current accounts receivable and the development of performance goals and measures.

Recommendations for Further Action

Based on comments, data, and observations from pilot project participants and leaders, the following recommendations are offered:

Recommendation 1: The pilot project should be expanded in the 11th District to include defendants who are not placed on probation supervision but eligible for time payments.

Recommendation 2: Forms language should clearly state that defendants are responsible for providing current contact information, and a place on the form for them to acknowledge acceptance of electronic notification by text or email should be included.

Recommendation 3: The AOC should take the initiative to review current statutes and court rules that impact collection and recommend changes. Issues identified during the pilot project include recognizing the validity of electronic notification, clarification of the application of bonds to payment schedules, and procedures for ordering joint and several restitution.

Recommendation 4: Based on recommendations from pilot staff, new versions of court forms should be adopted state-wide to make it easier for clerks to enter payment schedule information and for defendants to understand payment plan terms. These include the *Order of Probation*, *Time Payment Application/Orders* (probation and non-probation) and *Journal Entry and Order*. Other forms, such as the *Financial Affidavit* and *Adult Report Form* should have space for cell phone and email information. (Please see sample time payment application/order and payment calculation forms prepared by Judge Paine and her staff in Appendix D and E)

Recommendation 5: Improved functionality is needed on JUSTICE to set up and calculate time payments, including more flexibility in setting payment due dates and amounts.

Recommendation 6: Screen layouts and functionality in JUSTICE, such as CGLANCE, should be reviewed and modified if possible to provide judges and staff with more complete information on payment compliance, such as the current amount past due.

Recommendation 7: The feasibility of adding functionality to JUSTICE to automatically generate emails and text messages based on payment due dates and hearings, as well as post this information to the case chronological record, should be investigated.

Recommendation 8: Once final modifications to the current procedures and forms have been made, program procedures and protocols should be documented in the form of a guide for other districts.

Recommendation 9: The AOC should support expansion of the pilot project to other districts and facilitate staff training to ensure consistent implementation. The AOC should also consider offering general collections training for judges and court staff.

Recommendation 10: The AOC determine if there is a need to develop a new or revised job description or other directive that clarifies the duties and responsibilities of staff assigned to these tasks, and whether there should be any adjustment in compensation.

Recommendation 11: The AOC should develop reports for periodic review to assess the effectiveness of collection efforts and publish this information for judges and staff. This includes reports by individual court, judicial district, and state-wide.

APPENDIX A – 11th District Assessment, Payment, and Waiver Rates – 2007-2012

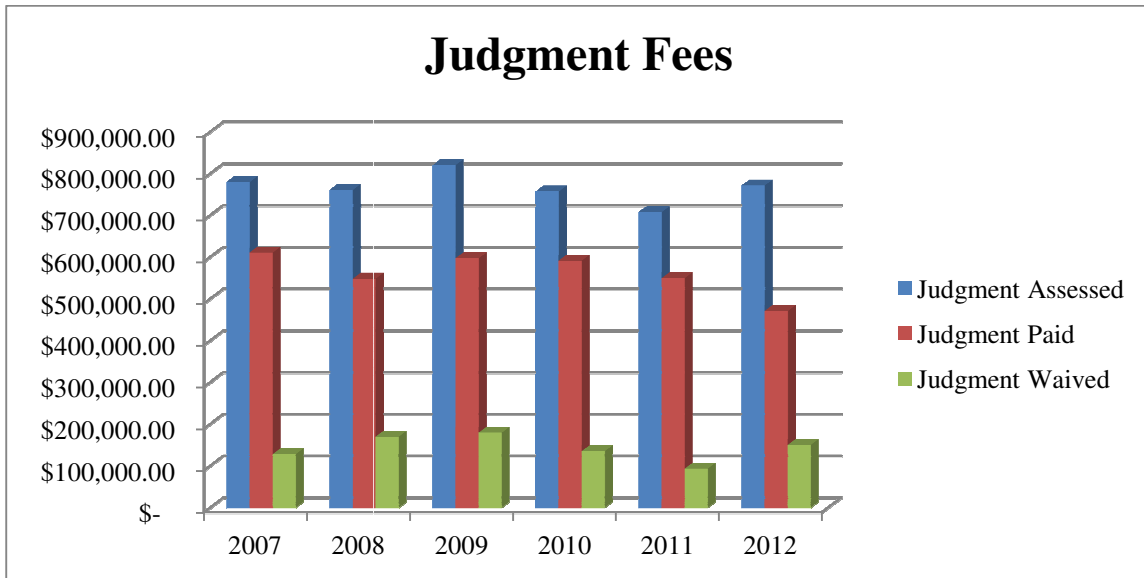


Figure 2: Judgment Fees Assessed, Waived, and Paid

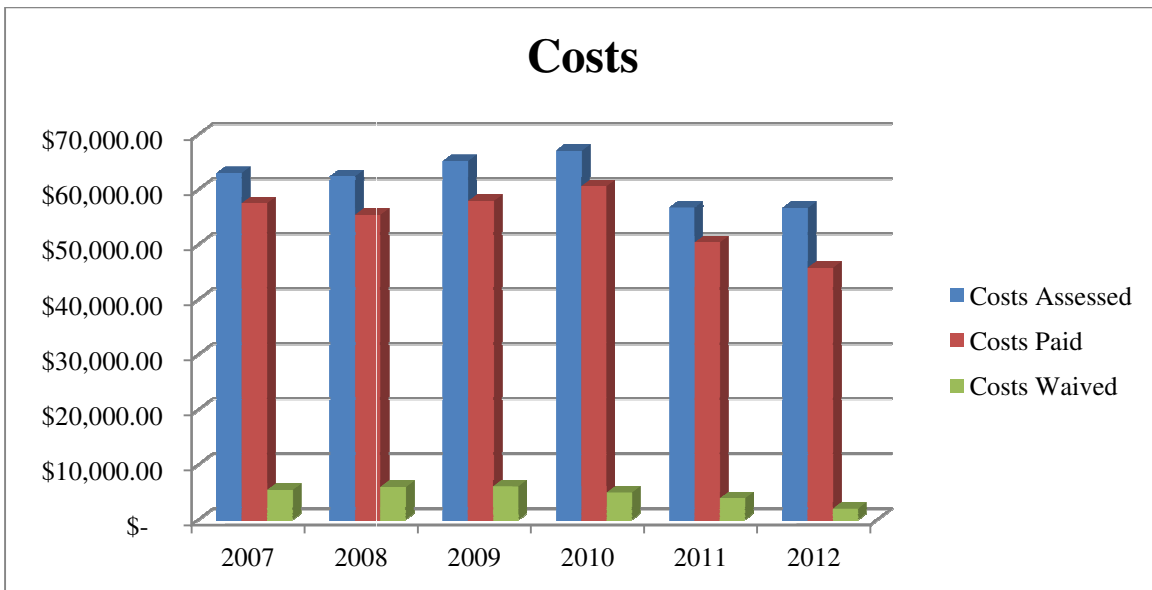


Figure 3: Court Costs Assessed, Paid, and Waived

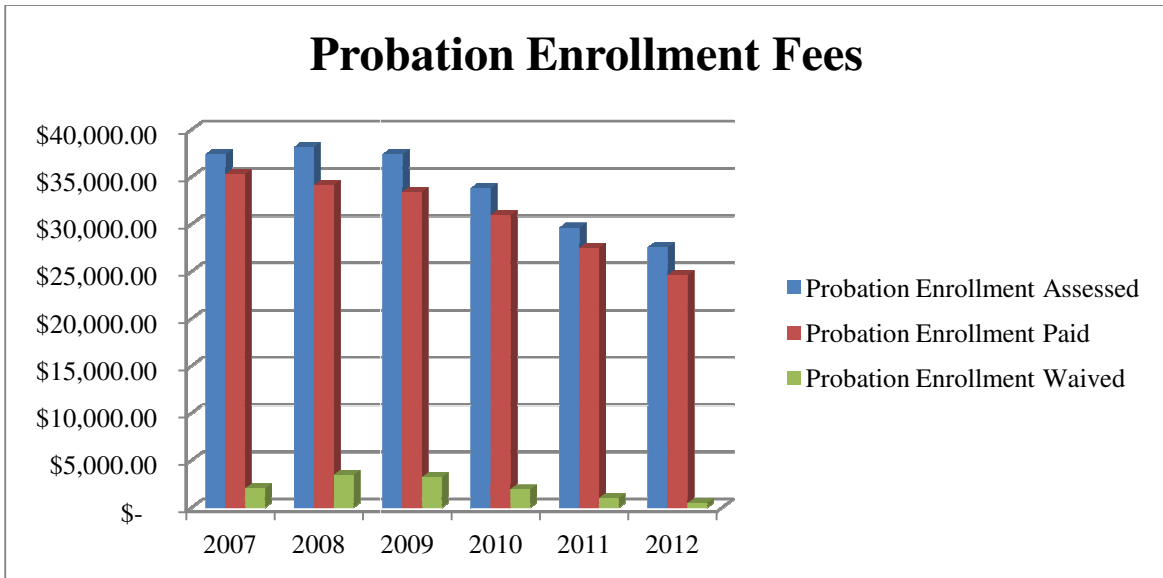


Figure 4: Probation Enrollment Fees Assessed, Paid, and Waived

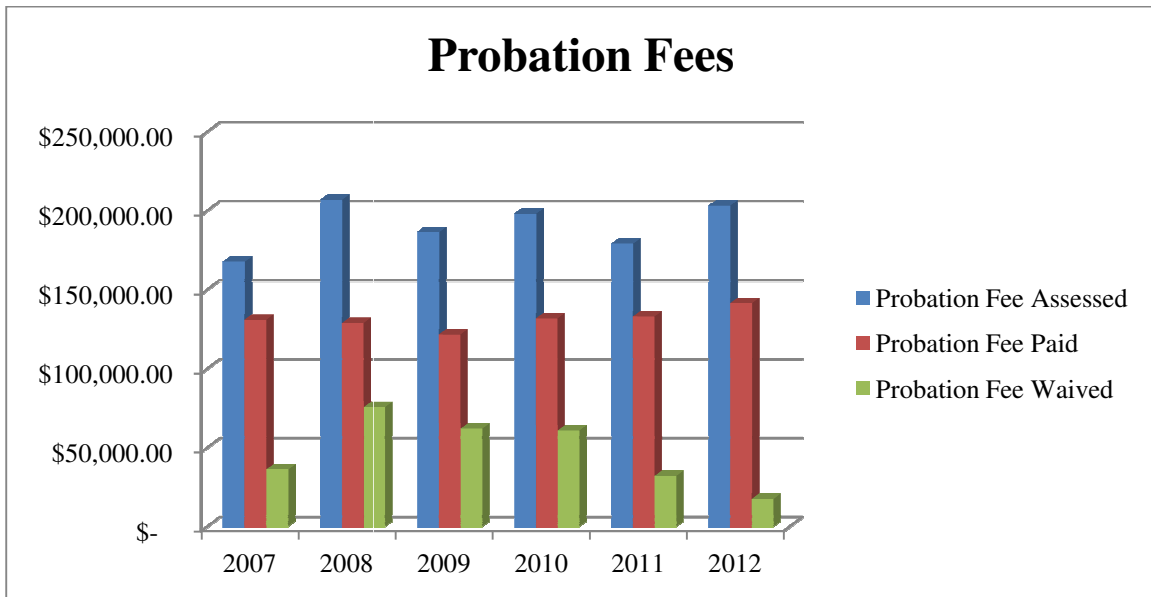


Figure 5: Probation Fees Assessed, Paid, and Waived

APPENDIX B – Pilot Project Procedures

The following procedures were outlined at the beginning of the pilot project:

- When a defendant put on probation with fines, costs and restitution ordered (including probation fees), and time payments are allowed, the defendant will sign a time payment agreement which sets out a specific payment plan (monthly payments divided equally over the period of probation, minus one month). Time payments are set up by each court on the TPINFO screen. The judge will order as condition of probation that the defendant be in compliance with the payment plan.
- Time payment agreement sets the first order to show cause (OTSC) hearing approximately 60 days after sentencing. Information is obtained as to defendant's address, e-mail, and cell phone number and cell phone provider.
- If a defendant is in compliance with payment plan, a text message and e-mail message will be sent telling defendant that they do not have to come to court and will give them a new OTSC hearing date (approximately 60 days down the road). Collection workers schedule a new OTSC hearing. (Collection workers will have to get regular court dates from all courts and make sure court is scheduled on that specific date).
- If the defendant is NOT in compliance with payment plan, a text message and e-mail reminder will be sent to the defendant that they must come to court to show cause why they are not in compliance. If willfully failing to pay, the defendant can be held in contempt and/or a violation could be filed.
- If the defendant fails to appear and is not in compliance, a warrant is issued or MTRP filed.
- Reminders are sent out from collection worker's location. Court dates for the OTSC hearings must be obtained from the individual courts.
- If a warrant is issued, collection workers will send notification that a warrant has been issued and that if the defendant becomes compliant, the warrant will be recalled.

APPENDIX C – Applying Pilot Procedures to Non-Probation Time Payments

The following procedures have been outlined by 11th District staff for managing the enforcement of non-probation time payments:

- Judges or clerks will determine the terms of the defendant’s payment plan.
- Judge or clerk will set the first OTSC hearing date.
- Payment and hearing date information will be recorded on the Time Payment Agreement, which the defendant must sign. A copy will be forwarded to the remote collection worker.
- The clerk will obtain the defendant’s cell number and phone carrier, and/or email address. This information will be entered into JUSTICE.
- The defendant will be advised that he/she will receive a text message or email of the OTSC hearing, or if in compliance, a notice waiving their appearance and setting a new hearing date.
- The defendant is notified that messages are a courtesy and that they must inform the court of any changes to their contact information. Further, if they do not receive the messages they must appear at court for their hearing.
- Collection workers will monitor payments and send messages to defendants either confirming compliance and notifying them of a new hearing/compliance date, or reminding them of the hearing approximately 5-7 days prior to the date.
- At a hearing the presiding judge will be able to check payments in CGLANCE.
- If the defendant fails to appear for a scheduled hearing and is not in compliance, the judge may issue a warrant. When a warrant is issued the collection worker will send a text or email notice that the warrant has been issued and what the defendant must do to come into compliance. This step will be subject to approval of the presiding judge.

APPENDIX D – Time Payment Application/Order

IN THE COUNTY COURT OF HITCHCOCK COUNTY, NEBRASKA
P.O. BOX 248 - TRENTON, NE - 69044-0248
308-334-5383

State v. Joe G. Cool

Case ID: CRXX-234

Citation No.: EE XXXXXXXX

APPLICATION

I, the defendant in this matter, do not have sufficient funds to pay the judgment(s) against me. I wish to apply for an extension of time in which to pay such judgment(s). I acknowledge receipt of a copy of this agreement and agree to abide by its terms. I understand I can make partial payments and that if this time payment is for a traffic offense, failure to pay as directed may result in the suspension of my operator’s license. I further understand that if my fine and costs are not paid by the due date, a warrant may be issued for my arrest and that failure to pay restitution may ultimately result in the garnishment of my wages and/or the seizure of personal assets. Payment can be made to the Court at the above address or online at <http://ne.gov/go/paycourts>.

Address: _____ City/State/Zip: _____
Home Phone: _____ Cell Phone: _____
Carrier: _____ Email: _____

The undersigned understands that the monthly payment shown below must be paid on or before the 10th day of each month and that failure to do so may result in a warrant being issued for my arrest. I agree that notice for any subsequent hearings to show cause for nonpayment may be made by text message, email, phone or regular mail at the contact information given above. Failure to keep the court advised of changes in this information resulting in failures to appear at future court hearings may result in a warrant being issued for my arrest.

Defendant’s Signature: _____

ORDER

The defendant’s application is granted. It is ordered that the defendant pay:

Probation Enrollment Fee \$ _____ is to be paid immediately.
Probation Fees \$ _____ are to be paid at the rate of \$25 by the 10th of each month.
Fines: \$ _____
Costs: \$ _____
Restitution: \$ _____

Total of: \$ _____ / by _____ months on probation = \$ _____ monthly payment.
First monthly payment is due _____ and due the same date each month thereafter.

If the judgment(s) is/are not paid by said date, it is further ordered that the defendant appear before this court on _____ at _____ .M. in courtroom _____ to show cause why he/she should not be committed to jail and/or fined for contempt for nonpayment of judgment(s).

Special Conditions: _____

CASE FILE COPY

By the Court: _____

