

Statewide Traffic Tickets/Infractions Amnesty Program Reporting Instructions

Vehicle Code section 42008.8(1) requires each court or county to report information about the amnesty program to the Judicial Council on or before May 31, 2017. The Judicial Council has approved a reporting tool to capture the number of accounts resolved, revenue collected, and program operating costs expended. The council is also requesting that courts and counties provide additional information to the extent possible to more fully measure participation in and the overall success of this statewide program.

Periodic reporting deadlines are as follows:

- January 31, 2016 (for the period October–December 2015)
- May 31, 2016 (for the period January–April 2016)
- September 30, 2016 (for the period May–August 2016)
- January 31, 2017 (for the period September–December 2016)
- May 31, 2017 (for the period January–March 2017; this is also the final report)

The Amnesty Program Collections Report is an Excel workbook that consists of two worksheets: the first sheet captures required reporting elements, and the second captures additional reporting elements. The reporting tool is available at <http://www.courts.ca.gov/partners/941.htm>.

Each **bolded and underlined** heading below represents a column on the worksheet, in sequential order, beginning with the required reporting elements and followed by the additional reporting elements.

NOTE: For purposes of this report an “account” represents one or more tickets within the same county which are combined into one account. For example, a participant may have two separate amnesty eligible delinquent accounts, one with two tickets and another with one ticket. If each account is resolved under amnesty, the “Number of Accounts Resolved: Reduction” reported is two (2). If the court submitted a separate abstract to the DMV for each account, the “Number of Accounts Resolved: Driver’s License” reported is two (2).

Required Reporting Elements

Number of Accounts Resolved: Reduction

In this column, include the number of eligible accounts that received a reduction to the outstanding delinquent balance under amnesty.

If an individual has two separate accounts within the same county, and both accounts are resolved under amnesty, the “Number of Accounts Resolved: Reduction” reported is two (2).

NOTE: An amnesty eligible account is considered “defaulted” if one or more payments is missed after an amnesty installment payment plan was established and the account has been referred to a third party collecting entity for further collection efforts. Accounts where at least one payment was made should remain recorded as “resolved,” but should also be accounted for in Column AB, “Number of Payment Plan Defaults” in the Additional Reporting Elements section.

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Number of Accounts Resolved: Driver's License

In this column, include the number of accounts for which an abstract to release the participant's driver's license was sent to the DMV, with or without a reduction to the outstanding balance. Include those accounts that qualified for the driver's license reinstatement but not an amnesty reduction.

If the participant has two separate accounts within the same county, and the court submitted an abstract for both accounts, the number reported for "Number of Accounts Resolved: Driver's License" is two (2).

NOTE: Resolved accounts are those where the reduced balance amount on eligible violation(s) has been paid in full, or the participant is making payments on a payment plan established as part of the amnesty program.

Gross Revenue Collected

In this column, report gross revenue collected for the month before deducting recovered costs. Include amounts collected from accounts eligible for a reduction *and* the \$50 program fee.

NOTE: Installment payments made on accounts in "good standing" and which are eligible for driver's license reinstatement but not the amnesty reduction should be processed using standard collections procedures.

Program Operating Costs

In this column, include total costs of operating the amnesty program; e.g., staff costs and commission fees, etc.

Recovered Costs

In this column, include the amount of costs recovered under Penal Code section 1463.007. This number cannot exceed the Program Operating Costs and, unless you have recovered 100% of your costs, this amount will be less than the Program Operating Costs.

NOTE: The operating costs are the total amount expended to administer the program. The recovered costs are the total amount deducted prior to distribution.

Additional Reporting Elements

Number of Accounts Eligible

In this column, include either or both of the following:

1. The number of accounts determined eligible for amnesty reduction *only*; and
2. The number of amnesty reductions *with* driver's license reinstatements where the account is not in good standing under the amnesty program, per Vehicle Code section 42008.8(g)(4)(5)(6)(7).

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NOTE: Driver's license abstract-only cases are not recorded here. Do NOT include driver's license abstracts submitted to DMV if the case was not also eligible for an amnesty reduction.

Total Value: Eligible Accounts

In this column, include the total value of accounts determined eligible for an amnesty reduction, either alone or coupled with a driver's license reinstatement where the account is not in good standing, per Vehicle Code section 42008.8(g)(4)(5)(6)(7).

NOTE: An account that is in "good standing" does not qualify for a reduction under amnesty, and collection of the debt must be pursued under standard collection efforts. The corresponding number and value of an account that is in "good standing" should not be included in this report, but should be reported on the *Collections Reporting Template*.

Total Collected: 50% One Payment

In this column, include the total amount collected in full at the 50% reduction level.

Number of Accounts: 50% Payment Plan

In this column, include the total number of accounts that received the 50% reduction and that were set up on payment plans for that month.

NOTE: Each account should only be reported once, in the month in which the payment plan was established. The amounts paid in monthly installments should be reported in the month in which payment was initially received.

Total Collected: 50% Payment Plan

In this column, include the total amount collected in payment plans during the reporting period from accounts eligible for the 50% reduction.

Ending Balance: 50% Payment Plan

In this column, include the total unpaid/outstanding balance of payment plans at the 50% reduction level.

Total Collected: 20% One Payment

In this column, include the total amount collected in full at the 80% reduction level.

Number of Accounts: 20% Payment Plan

In this column, include the total number of accounts that received the 80% reduction and that were set up on payment plans for that month.

NOTE: Each account should only be reported once, in the month in which the payment plan was established. The amounts paid in monthly installments should be reported in the month in which payment was initially received.

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Total Collected: 20% Payment Plan

In this column, include the total amount collected in payment plans during the reporting period from accounts eligible for the 80% reduction.

Ending Balance: 20% Payment Plan

In this column, include the total unpaid/outstanding balance of payment plans at the 80% reduction level.

Number of Accounts with Civil Assessment

In this column, include the *number* of accounts eligible for an amnesty reduction from which some or all of the civil assessment was deducted from the outstanding delinquent amount.

Total Deducted: Civil Assessment

In this column, include the total *value* of civil assessment revenue deducted from the outstanding delinquent amounts.

Average Age of Resolved Accounts

In this column, include the average age of delinquent accounts resolved under the amnesty program in number of days delinquent. Account age should be calculated from the date the account became delinquent. An account is considered delinquent the day after the payment is due and payment was not received.

Total Collected: \$50 Amnesty Fee

In this column, include the total amount collected for the \$50 amnesty program fee. The \$50 fee should be reported in this column *and* recorded on the designated local General Ledger account.

Number of Licenses Reinstated (DL Only Abstract)

In this column, include the number of accounts where only the driver's license was reinstated; these accounts did not qualify for an amnesty reduction.

Number of Licenses Reinstated (DL+PIF Abstract)

In this column, include the number of accounts where both the driver's license was reinstated and the amount of delinquent debt owed was reduced by amnesty, either in full or on a payment plan.

Number of Payment Plan Defaults

In this column, include the number of accounts set up on an amnesty installment payment plan that defaulted. An individual's account has defaulted if one or more payments are missed *and* the account has been referred to the Franchise Tax Board's Court-Ordered Debt (FTB-COD) program or a private collections vendor for additional collection efforts because the individual did not restore the account within the allocated thirty (30) day period.

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NOTE: For accounts where only the driver's license reinstatement applies, the default on a payment plan for accounts in "good standing" should be reported on the *Collections Reporting Template*.

Value of Accounts "Court Satisfied"

In this column, include the *value* of accounts in which "the court was satisfied" via alternate sentencing, e.g., community service in lieu of payment of fine.

NOTE: This is a value that the collections program did not collect in revenue, but instead was satisfied by an alternative means.

Number of Accounts Deemed Ineligible after Program Review

In this column, include the number of accounts deemed ineligible after a review determined that the applicant's case did not meet eligibility criteria.