

**Analysis of Administrative Assessments and
Related Procedures for Fiscal Years 2001 and 2002**



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Report

**Analysis of Administrative Assessments and
Related Procedures for Fiscal Years 2001 and 2002**

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March 2003

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GENERAL CONCLUSIONS

No one change, event, or process has caused the overall decline in administrative assessments (AAs). Several things, including those outlined below, have come together during the last 2 years to cause the decline in AAs the state is currently experiencing.

- The Nevada Highway Patrol (NHP) did not provide information on the number of citations written; however, it is safe to assume that with 10 percent fewer officers on patrol during the last few years, the numbers of NHP citations would be down similarly.
 - According to Colonel David Hosmer during the Department of Public Safety budget hearing on January 29, 2003, NHP has 41 trooper vacancies.
 - NHP trooper numbers are the lowest they have been throughout the study period of the last 2 fiscal years (ranged from 307 to 332).
 - NHP reassigned eight of those remaining troopers to administrative tasks in January 2002, further reducing the number of troopers on the highway.
- Misdemeanor case filings have generally declined for the last three fiscal years. The Uniform System for Judicial Records (USJR) project began in July 1999 and is still very new; many courts are still learning to count case filings. Improved reporting during the last year along with early under reporting may have masked some of the overall decline in misdemeanor case filings.
- Several courts noted a decrease in NHP troopers or Sheriff's deputies. When considered individually, the reduction in law enforcement personnel in mostly small, rural court jurisdictions would seem negligible; however, when repeated many times around the state, this decline in law enforcement personnel would have had a direct, negative influence on the number of citations written and the AAs collected statewide.
- As for the larger law enforcement agencies: Las Vegas Metropolitan Police Department increased the number of officers on traffic duty per month from 100 to 110 during the study period. This increase in traffic officers would have helped to offset some of the vacancies in NHP troopers as far as the number of citations written in Southern Nevada.
- A problem in accounting for AAs properly from court to county or city treasurer and then to the state was identified. This inconsistency though is not new and is not sufficient in quantity to have had a direct affect on the decline in AAs during the last 2 years.
- Generally, the AAs have been affected by the events of September 11, 2001, although most of the effects have been indirect.

- Law enforcement has been used for other activities and some officers have been called to serve in the National Guard. As noted above, fewer personnel writing traffic citations means fewer assessments.
- Nevada is largely tourism based and for the year after the events of September 11, 2001, Nevada had a 3.2% decline in tourism statewide.
- Many jobless people requested alternatives to fines and assessments, which is community service or jail time.
- Courts allow jail time or community service for payment of fines and AAs. This conversion of fines and AAs is allowed according to NRS 176.065. When the economy is down, many more people avail themselves of these options. The AAs for these options are not collectible as dollars, only as time or labor, and will have a negative affect on the statewide AAs collected.
- An overall result of this analysis that did not impact the decline of AAs indicates that training is needed to make sure court staff understand AAs and the procedures associated with them.

Further review of long-term AA data completed during this analysis indicates that the number of AAs submitted during fiscal years 2000 and 2001 may have been unusually high. Graphing the data and excluding those two years indicates the AAs for fiscal year 2002 are actually within expected growth tendencies. About half of the increases experienced in fiscal years 2000 and 2001 can be explained in part by a Y2K technology problem in the Clark County Justice Courts, special events such as the Shovel Brigade in northeastern Nevada (July 2000) that resulted in 200-300% increases in traffic violations for courts that summer, and increased numbers of deputies on the streets owing to grant funding promoted by the presidential administration leading up to and including those years.

BACKGROUND

During fiscal year 2002, the AAs submitted to the Administrative Office of the Courts (AOC) by Justice and Municipal Courts in Nevada had an overall decline of 10 percent statewide from fiscal year 2001. Estimates to date for fiscal year 2003 show a 15 percent decline. Since 1983, when the AAs were first collected, they have steadily and regularly increased except for one year (1993), until now.

Administrative assessments are added to misdemeanor citations for traffic and non-traffic fines when a defendant is found guilty in the Justice and Municipal Courts. The administrative assessments were implemented in 1983 through the Nevada Legislature as NRS 176.059. That statute has been modified several times since including a change from assessing \$10 for all fines to a sliding scale assessment based on the fine imposed. The procedures for courts as related to AAs are outlined in NRS 176.059 through NRS 176.087 (provided in Appendix A).

The state and local governments have come to rely on the AAs as a funding source for courts as well as other justice-related state agencies and public programs. Legislative auditors have suggested that the downturn may be attributed to legal policy and accounting procedures utilized in the many Justice and Municipal Courts in Nevada.

To better determine why AAs are down, the Nevada Supreme Court through the AOC conducted a survey of law enforcement and trial court officials throughout the state. Questionnaires were sent to all Justice and Municipal Courts and law enforcement agencies throughout Nevada. Additionally, 23 of the courts and their law enforcement agencies received tables and charts of their misdemeanor caseload, administrative assessments, and revenue as reported to the AOC since July 2000. These 23 courts comprised 90 percent of the AA revenue for the state.

The questionnaires set out to discover if law enforcement is writing fewer citations and if so, why. Also, to find out if courts have made any changes in assessing AAs or collections that would have negatively affected AAs.

The AOC hoped answers to the questionnaire and any questions noted on the charts would provide some general and specific answers to explain the downturn, open doors for communication among the state and county or city agencies where needed, and possibly document areas for additional training needs. All questions were asked of law enforcement and courts for the timeframe since July 2000.

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SUMMARY OF LAW ENFORCEMENT AGENCY RESPONSES

The questionnaires were sent to 31 county sheriffs, city police chiefs, and the director of the Nevada Highway Patrol (NHP). Responses were received from 58% of the law enforcement agencies. The compilation of responses is included as Appendix B.

Question 1 was “*What is the average number of citations written per month since July 2000? The average number of charges per citation?*” A few agencies provided a breakdown either monthly, quarterly, or annually. The results were representative of a general review of the court misdemeanor case statistics; that is, some increased, some were flat, and some decreased. The number of citations written by NHP troopers was not provided. The number of citations for areas serviced by the Las Vegas Metropolitan and Reno Police Departments indicates that citations were down in 2001 but have recovered to or are higher than 2000 levels. With such limited information, the impact on the AAs is difficult to determine; however, the information provided would indicate that fewer citations have been written in the recent past and they might be returning to previous levels in some jurisdictions at least.

Generally, law enforcement responses indicated that the average number of charges per citation was between 1 and 2.5.

Question 2 was “*What is the average number of citations written to each court within your jurisdiction per month since July 2000?*” Again, numbers indicated increases, decreases, and unchanged over time. The limited breakdowns provided indicate declines in two of three rural areas. With such limited information, however, the impact on the AAs is difficult to determine.

Question 3 was “*What is the average number of officers on traffic duty (number of officers writing citations) per month since July 2000?*” Many of the responding agencies stated they do not have a traffic division or officers assigned specifically to traffic. One interesting response was that in agencies with a traffic division, those traffic officers accounted for only about 50% of the citations, reinforcing other comments that all law enforcement officers work some traffic stops. The NHP trooper numbers are the lowest they have been during the last 2 years and have ranged from 307 troopers since October 2002 to 332 during the summer and fall of 2001; additionally, during budget hearings in January 2003, the NHP noted they had 41 positions vacant, mostly patrol troopers and mostly in southern Nevada, the most populous and most tourist-visited area. This is more than a 10 percent decline in troopers on the highways, which one would expect to translate to about a 10 percent decline in the number of citations written. As noted more specifically in the court discussion, the reduction in local law enforcement officers and NHP troopers has directly impacted AAs, especially in the rural areas.

Question 4 was “*Have you assigned officers from traffic to other duties? When did these changes take place? Why?*” Several agencies indicated there had been no changes. Many indicated directly or indirectly that they were short staffed. Some noted officers must cover special events for traffic control, accidents, beat calls, and service calls and are not on traffic duty during those times. Occasionally, promotions of officers temporarily affect staffing as people are reassigned to cover the vacancy until filled. NHP has reassigned eight troopers to administrative assignments since January 2002 and no new troopers will be trained until training manuals are rewritten; we can expect that these numbers may continue declining through normal attrition until several months after the new training courses begin. No matter the cause, having fewer law enforcement officers patrolling the streets means fewer opportunities to write citations, negatively impacting the AAs.

Question 5 was “*Has your agency made any other changes that might have affected the number of citations written into courts in your jurisdiction? If yes, please explain.*” Half of the responding agencies indicated they had not made any changes. The agencies that had made changes noted many different ones. Some of those were an increase in special events or training that take officers away from patrol, officers are “out” because of active military status (post September 11, 2001), investigating serious injury or fatal accidents (“the total of which has already surpassed last year’s numbers”), grants that step up patrols or seat belt awareness, and an increase in commissioned personnel.

Also noted by Las Vegas Metropolitan Police Department, their officers were making stops in accordance with AB500 requirements (racial profiling). One recently published study¹ suggests significant reductions in the number of traffic citations issued after data-collection policies for racial profiling went into effect. However, the study prepared for the Attorney General’s office on racial profiling in Nevada did not include information regarding the number of citations before and during the study. If we assume that similar declines occurred in Nevada during the study period (calendar year 2002), we might also assume a similar increase or return to normal levels in those population centers of the state now that the study has been completed.

¹ Ward, James D., 2002, Race, ethnicity, and law enforcement profiling—Implications for public policy: *Public Administration Review*, v. 62, no. 6, p. 726-734.

SUMMARY OF JUSTICE AND MUNICIPAL COURT RESPONSES

The questionnaires were sent to all Justice and Municipal Courts with 23 of those Courts receiving tables and charts of misdemeanor and financial assessment data submitted by their staff with additional questions posed that related to what was observed in the data. Responses were received from 84% of the courts. The compilation of responses is included as Appendix C.

Question 1 was *“Has the court made changes in how assessments are calculated since July 2000? If yes, please explain.”* Predominantly, the answer was no (47 courts). Two courts had made some changes. Clark County Justice Courts now separate the bench warrant and failure to appear (FTA) court costs from the fine so that AAs are not included for the court costs. This separation results in fewer AAs for a county that provides about 30% of the AAs. Eureka Justice Court noted that in 2000, they forfeited all county citations and all citations written by NHP that were signed on the back admitting guilt. Now they forfeit all citations unless contested, which should result in an increase in AAs. However, this court provides less than 1% of the AA revenue, so it would not impact the overall number of AAs.

Question 2 was *“Has the court made changes in traffic citation sentencing or bail forfeiture procedures/schedules since July 2000? If yes, please explain. (examples: lower fines, more community service, more jail time).”* Again, the predominant answer was no (36 courts). For those that had made changes, the most common response was an increase in fines or bail schedules; this change should result in increased AAs because of the sliding scale associated with them. Las Vegas Municipal Court has implemented a program that provides defendants options for settling their case²; the program offered has higher fines, which results in higher AA revenue. According to calculations provided by the court, they have experienced a 14% decline in total charges with an increase in AAs of 22% through this options program. One other urban and several rural courts noted an increase in requests for community service or jail time, especially due to job losses after September 11, 2001. Many of these courts do not collect AAs on those convictions when sentence was converted to community service or jail time; this results in fewer AAs submitted to the state, county, and court.

Question 3 was *“What percentages of your violations are bail forfeited? Found guilty? Found not guilty? Go to FTA without bail forfeiture? Other?”* Several courts responded that they could not determine the percentages because of inadequate or non-existent technology; they would have to

² This program is available at the counter only of this urban municipal court. Defendants may plead guilty to a lesser offense but agree to pay the higher fine. The program is limited to moving violations only and none that would be heard as criminal cases such as DUI, reckless driving, etc.

manually count every citation, which would take an inappropriate amount of time and staff considering the reduced budgets and staffing already predominant throughout the judiciary. A few courts stated that this information was provided on the Uniform System for Judicial Records (USJR) monthly reporting to the AOC. While this is partly true, the whole of information needed is not provided and therefore accurate percentages are not determinable. Several courts provided the requested percentages and some noted they were approximations or estimations. The median representation is provided in the table below.

Disposition type	Median response
Bail Forfeiture	60%
Found Guilty	25%
Found Not Guilty	2%
Go to FTA Without Bail Forfeiture	10%
Other (included notes of dismissal and jail)	5%

Question 4 was *“Please provide estimates for your assessed average fine per violation per month since July 2000? And average bail forfeiture per violation per month since July 2000?”* Many courts could not provide this information due to limited time and resources; some provided only one value each for fines and forfeitures. For those courts that did provide the monthly information, most had flat or declining monthly fines and bail forfeitures; however, Argenta Justice Court and Henderson Municipal Court had slight increases in fines over the 2-year period. The increases in fines might result in an increase in AAs; however, Henderson Municipal Court provides less than 5% of the total AAs so it would not impact the overall level much.

Question 5 was *“What is your average number of AAs assessed per month since July 2000?”* Again, many courts could not provide this information due to limited time and resources; some provided only one value for the number of AAs. Those courts that did provide numbers, provided number of AAs collected (not assessed). For those courts that did provide the monthly information, all were generally flat, with the exception of one urban court that had an overall increase and a rural court that had a noted decrease during the 2-year period. If these results were applied statewide, the impact would be a leveling or flattening of the number of AAs collected.

Question 6 was *“Has the court made changes in collection practices since July 2000? If so, when?”* About two-thirds (36) responded they had made no changes. The changes noted by those who had made them include accepting credit cards at the collection level, implementing new collections process with a different collection agency, expanding the number of collections officers, extending the time between events before sending to collection, or turning over more unpaid violations to the Department of Motor Vehicles (possible driver’s license or registration suspension if no action

taken by defendant). These changes should improve collections of AAs; however, courts did not note (and we did not ask) whether any of these changes had an affect either positive or negative. One court also noted that their collection efforts had been sporadic due to major illness of collections staff member.

This questionnaire was completed before many judges and court staff attended collections workshops sponsored by the AOC. The workshops were held in early December 2002 and many attendees indicated on their workshop plans that some changes would be made to their collection practices based on the information they received. Not enough time has yet passed to see if any of the changes made by the courts have resulted in increased collections.

Question 7 was *“Are assessments collected on jail time or community service when the fine is converted? If so, how does your process for this work?”* More than half (31) of those responding said no, assessments were not collected when the fine was converted. Several said they made the decision case by case. Some convert the fine but not the AA and a few mentioned that the AA is often paid before the defendant requests the conversion of what is remaining. Also, more than one court noted that when a defendant is indigent, he or she has no money to pay for AAs or the fine. The impact of not collecting assessments on jail time or community service is a decline in the number of AAs.

Question 8 was *“Does your court include AAs in setting bail amounts as required in NRS 176.059(3)?”* All courts that answered indicated they did include AAs in the determining the bail amount.

Question 9 was *“How does your court handle AAs that are included with bail when bail is forfeited?”* This question garnered the most diverse answers. The most succinct one, which explained the process the best, stated

When bail is forfeited, the AAs are distributed to the State, City and County. [For example,] if a defendant fails to appear at the arraignment date and full bail has been paid, the court will forfeit the bail and adjudicate the defendant guilty.

Many courts appear to follow this process, however, their answers were less explanatory. Most courts appropriately disburse AAs when bail is forfeited because the defendant is adjudicated guilty.

Some courts made some specific distinctions. Tahoe Justice Court distributes AAs on all traffic matters; however, criminal matters are determined by what is ordered. If bail is ordered forfeited for FTA, all funds are receipted to the county; if bail is ordered forfeited to pay the fine, then the AAs are distributed. Some courts forfeit the entire bail without breaking out the AAs. A few courts let their computers take care of it without understanding how the computers are set up to make the distributions. Although the result of these procedures is that the courts do not collect all AAs, these

procedures have not changed during the last few years so they would not account for the decline in the current level of AAs.

Question 10 was *“If the defendant comes to the courthouse to pay their bail or fine, does your court have a procedure for reduced fines (other than the judge reducing the fine) that differs from the standard bail schedule? Has there been an increase in the number of people availing themselves of this process?”* More than half (30) of the responding courts reported they did not have a procedure to reduce fines. Thirteen courts allowed staff to reduce fines for specific charges only (offenses regarding vehicle registration, insurance, and driver’s license) and with specific procedures for reductions or dismissals dependant on providing differing levels of proof (e.g., that insurance already existed or registration is now current). Most of these courts also noted there has been little or no increase in the number of people using this procedure for reducing fines. One urban and two rural courts were the only ones that noted an increase in the number of people availing themselves of this option. Those courts that allow staff to reduce fines would have a small impact on the dollar amount of AAs but not the number of them; so few courts have noted any increase in the use of this policy that this reduction would have had little or no affect on AAs.

Question 11 was *“Please explain your process for handling bench warrants and FTAs. For example, does your court collect a fee or assess AAs for bench warrants? For FTAs?”* Predominantly, courts do not add assessments for bench warrants and do add them for FTAs; however, an FTA is an additional misdemeanor criminal charge (either state statute or municipal code violation), so that is appropriate. Some courts process the FTAs as separate cases and some courts amend the original complaint to include the FTA charge³, either constitutes a criminal misdemeanor charge that must have an administrative assessment included. Some courts do add AAs to both warrants and FTAs without adding a new charge. The amounts of warrant fees and FTA bail varied throughout the state. Although the result of some of these procedures is that the court does not collect all possible AAs, these procedures have not changed during the last few years so they would not negatively impact the current level of AAs.

Question 12 was *“When the judge allows the fine and AA to be paid in installments, how and in what order does your court collect and distribute the AAs?”* All courts stated they collected and distributed the AAs first. Some courts do not allow payments. Many stated they make the first

³ For Uniform System for Judicial Records (USJR), the failure to appear (FTA) charge was considered an event and not counted in the original case filings. Some courts are filing the FTA as a separate case, thereby justifying the counting of the FTA as a new misdemeanor criminal filing. Separate from USJR comparisons among courts, filing all FTAs as separate cases will increase the workload and resource allocations (personnel, files, paper, calendaring, court time, etc.) of most courts tremendously. We hope all courts will consider amending the original citation or complaint with the FTA charge to optimize the limited resources of the courts.

payment equal to one or all of the AAs so that they do not have to worry about partial AAs, which leads to the next question.

Question 13 was *“Do you submit partial AAs to your county/city treasurer? Why or why not?”* The courts were split on whether they submitted partial payments, 25 did and 20 did not. Those that did not usually noted some limitations with their technology or accounting processes. In one instance, the court stated the treasurer would not accept partial payments. Las Vegas Justice Court, which provides more than 23% of the AA funding, is not able to distribute partial payments when received until the entire AA is paid in full owing to technology limitations. This inability to submit partial AAs would affect the timely receipt but would not impact the overall number or level of AAs as the procedure has been in place for many years.

Question 14 was *“The form for reporting AAs includes the number and amount of the assessments. What is your definition of the number of assessments?”* Most courts made reference to one assessment per charge. A few noted that if partial payments are included, then the assessment might be counted more than once on the monthly reporting form. Some indicated their definition is an assessment that is collected, not the total number sent to the court with violations on citations. Although this does not directly affect the number of AAs, it is apparent that standardization is needed in regard to counting AAs.

In addition to these questions, 23 courts were provided tables and charts of the data received from them related to AAs. Where irregularities or discrepancies appeared, questions were asked to determine if further investigations were warranted (entire responses are available on the last two pages of Appendix C). Predominantly, the irregularities were related to timing of submission by the courts to their city or county treasurer and the subsequent timing of submission to the state. One court was found to be missing one month of AA submissions to the state and couple more need investigating because of the timing at the end of the fiscal year and review period. The AOC is planning to reconcile these financial reports between the courts and counties to determine if any changes are needed to their process or if this omission was just a random oversight.

Several courts noted the decrease in NHP troopers or Sheriff’s deputies patrolling within their jurisdiction. One rural court used to have two or three troopers in the area but now has only one, sometimes two. Another rural court noted they have one NHP position vacant and one trooper serving administrative capacity only. Another rural court noted they were cut from two NHP troopers to one and the remaining officer’s patrol area encompasses a larger stretch of highway that includes other courts’ jurisdictions. One rural court noted they are down two sheriff’s deputies and a third is getting ready to transfer. As noted previously in the law enforcement section, NHP trooper positions for the highways are down more than 10 percent. When considered individually, the reduction in law

enforcement personnel on these small, rural courts would seem negligible; however, when repeated many times around the state, this decline in law enforcement personnel will have a direct, negative effect on the citations written and the number of AAs.

DISCUSSION

The variability of the misdemeanor case filings for the last three fiscal years can be seen in the table below. These are the only cases that have AAs applied to them and only when the defendant pleads guilty or is determined or found guilty by the court. AAs are not applied to parking citations.

	Non-traffic Misdemeanors	Traffic Misdemeanors	Total Misdemeanors
Justice Courts			
Fiscal Year 2002	44,566	387,385	431,951
Fiscal Year 2001	43,967	386,752	430,719
Fiscal Year 2000	42,301	398,362	440,663
Municipal Courts			
Fiscal Year 2002	70,242	228,836	299,078
Fiscal Year 2001	65,161	222,639	287,800
Fiscal Year 2000	69,663	244,845	314,508

Source: Uniform System for Judicial Records

Almost all the numbers have large decreases from fiscal year 2000 to fiscal year 2001 and small increases from fiscal year 2001 to fiscal year 2002, although for traffic, the increases are still less than the numbers for fiscal year 2000. The USJR project began in July 1999 and is still very new; many courts are still learning how to count case filings. Several courts had documented incomplete misdemeanor data that first year and several more came to light in the following years. As a result, the improved reporting of courts combined with the initial under reporting may mask some of the decline.

Our survey identified a problem in accounting for AAs properly from court to county or city treasurer and then to the state. For example, four of the courts provided monthly breakdowns of what they submitted to their county treasurer because it was different than what was provided by the AOC. In some instances, the differences were obviously the submission of two months receipts during one month and then skipping the next month. This is probably a timing issue wherein the monthly cutoff for the county is different than the cutoff for the state. Some differences, however, were not that apparent and will be investigated in more detail by the accounting staff at the AOC. One court provided information of underpayment; another provided information of overpayment; yet another provided information that never matched what was submitted to the state, including the annual totals. While these inconsistencies may randomly account for variations, they are not sufficient in quantity to have had a direct effect on the overall decline in AAs during the last 2 years.

Many courts noted a decrease in NHP troopers or Sheriff's deputies meaning fewer law enforcement personnel patrolling and writing citations. We know that the number of NHP troopers on the highways is down about 10 percent (more than 35 positions) and will not increase in the near

future until training manuals are rewritten. When considered individually, the reduction in law enforcement personnel on mostly small, rural courts would seem negligible; however, when repeated many times around the state, this decline in law enforcement personnel would have had a direct, negative effect on the citations written and the number of AAs.

One result of this analysis that did not impact the decline of AAs indicates that training is needed to make sure court staff understand AAs and when they should be applied to the bail forfeiture. The AOC has already provided one training course on collections (given separately in the north and south in December 2002); many courts indicated they would be making some changes to their collection process as a result. However, it may be several months before any noticeable change is seen as a result of these collection procedure changes.

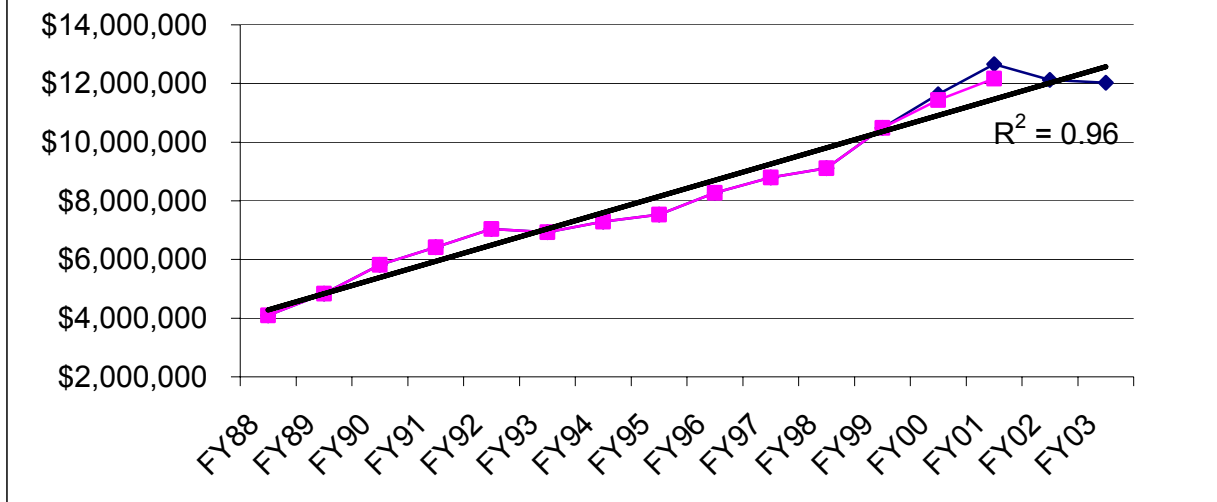
Generally, the AAs have been affected by the events of September 11, 2001, although most of the effects have been indirect. Law enforcement has been used for other activities and some officers have been called to serve in the National Guard or military reserves leaving staff vacancies around the state. Fewer personnel writing traffic or other misdemeanor citations mean fewer administrative assessments.

Additionally, Nevada is largely tourism based and for the year after the events of September 11, 2001, Nevada had a 3.2% decline in tourism statewide⁴, which resulted in some layoffs and other staffing reductions. Many jobless people requested alternatives to fines and assessments, which can be community service or jail time.

Several courts noted that they allow jail time for payment of fine and AAs. This conversion of fine and AAs is allowed according to NRS 176.065 with an exception for indigent people. Those people found indigent in a hearing before the judge must be allowed another option to pay off the fine and AA; many areas have community service programs that allow for this distinction. When the economy is down, as it has been for the last couple of years, many more people avail themselves of these options. The AAs for these options are not collectible as dollars, only as jail time served or labor provided, and will have a negative effect on the overall number of AAs.

Further review of long-term AA data indicates that the number of AAs submitted during fiscal years 2000 and 2001 may be unusually high. The AOC has data on AAs from 1988 to current. Graphing the data and excluding those two unusually high years in the trend analysis indicates the AAs for fiscal year 2002 are actually within expected growth tendencies. Adjusting the data for those two years to exclude two events (Clark County Y2K and Shovel Brigade) further indicates the AAs may be somewhat cyclical (see Figure 1) and we are again coming into a period of less-than-expected revenues.

Figure 1. Total administrative assessments submitted by Justice and Municipal Courts for fiscal years 1988 to present. Fiscal years 2000 and 2001 show actual (diamonds) and adjusted (squares).



These increases experienced in fiscal years 2000 and 2001 can be explained in part by a Y2K technology problem in the county with the largest number of misdemeanor violations. The Justice Courts within Clark County had to make program changes owing to the Y2K issue. The programming changes resulted in erroneous AAs applied to fines. The impact from January 2000 to February 2001 was approximately \$650,000 in suspected overpayments to the state. Additional reviews recently completed by the court have suggested the overpayment may be in excess of \$1.5 million.

Another possible explanation is the special events around Nevada, such as the Shovel Brigade in northeastern Nevada during July 2000. Uncommon events such as this can cause short-term increases in citations of 200-300% for a few courts. In the Shovel Brigade example, the Elko Justice Court had more than 1,600 traffic violations filed into their court in June 2000 and more than 2,500 traffic violations in July 2000; their average for June and July excluding that year is about 600 traffic violations per month. Using an estimate of \$27 per AA (average of summer 2000 months for Elko) and assuming that for most of those additional violations, the defendants either pled or were found guilty, the people attending that event provided more than \$100,000 in additional assessments (of which the Supreme Court would have received 51 percent).

⁴ Nevada Department of Tourism, 2002, *Discover the Facts*: Third Quarter, v. X, p. 1.

One other impact on the those higher AAs are the increased numbers of deputies on the streets owing to grant funding especially promoted by the presidential administration leading up to and including those years. This amount is not quantifiable.

APPENDIX A – Applicable Nevada Revised Statutes

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APPENDIX A – APPLICABLE NEVADA REVISED STATUTES
Administrative Assessments, Fines, Fees, Forfeitures and Community Service

NRS 176.059 Administrative assessment for misdemeanor: Collection; distribution; limitations on use.

1. Except as otherwise provided in subsection 2, when a defendant pleads guilty or guilty but mentally ill or is found guilty of a misdemeanor, including the violation of any municipal ordinance, the justice or judge shall include in the sentence the sum prescribed by the following schedule as an administrative assessment and render a judgment against the defendant for the assessment:

Fine	Assessment
\$5 to \$49	\$15
50 to 59	30
60 to 69	35
70 to 79	40
80 to 89	45
90 to 99	50
100 to 199	60
200 to 299	70
300 to 399	80
400 to 499	90
500 to 1,000	105

2. The provisions of subsection 1 do not apply to:

- (a) An ordinance regulating metered parking; or
- (b) An ordinance which is specifically designated as imposing a civil penalty or liability

pursuant to NRS 244.3575 or 268.019.

3. The money collected for an administrative assessment must not be deducted from the fine imposed by the justice or judge but must be taxed against the defendant in addition to the fine. The money collected for an administrative assessment must be stated separately on the court's docket and must be included in the amount posted for bail. If the defendant is found not guilty or the charges are dismissed, the money deposited with the court must be returned to the defendant. If the justice or judge cancels a fine because the fine has been determined to be uncollectible, any balance of the fine and the administrative assessment remaining unpaid shall be deemed to be uncollectible and the defendant is not required to pay it. If a fine is determined to be uncollectible, the defendant is not entitled to a refund of the fine or administrative assessment he has paid and the justice or judge shall not recalculate the administrative assessment.

4. If the justice or judge permits the fine and administrative assessment to be paid in installments, the payments must be first applied to the unpaid balance of the administrative assessment. The city treasurer shall distribute partially collected administrative assessments in accordance with the requirements of subsection 5. The county treasurer shall distribute partially collected administrative assessments in accordance with the requirements of subsection 6.

5. The money collected for administrative assessments in municipal court must be paid by the clerk of the court to the city treasurer on or before the fifth day of each month for the preceding month. The city treasurer shall distribute, on or before the 15th day of that month, the money received in the following amounts for each assessment received:

- (a) Two dollars to the county treasurer for credit to a special account in the county general fund for the use of the county's juvenile court or for services to juvenile offenders. Any money remaining in the special account after 2 fiscal years must be deposited in the county general fund if it has not been committed for expenditure. The county treasurer shall provide, upon request by a juvenile court, monthly reports of the revenue credited to and expenditures made from the special account.

(b) Seven dollars for credit to a special revenue fund for the use of the municipal courts. Any money remaining in the special revenue fund after 2 fiscal years must be deposited in the municipal general fund if it has not been committed for expenditure. The city treasurer shall provide, upon request by a municipal court, monthly reports of the revenue credited to and expenditures made from the special revenue fund.

(c) The remainder of each assessment to the state controller for credit to a special account in the state general fund.

6. The money collected for administrative assessments in justices' courts must be paid by the clerk of the court to the county treasurer on or before the fifth day of each month for the preceding month. The county treasurer shall distribute, on or before the 15th day of that month, the money received in the following amounts for each assessment received:

(a) Two dollars for credit to a special account in the county general fund for the use of the county's juvenile court or for services to juvenile offenders. Any money remaining in the special account after 2 fiscal years must be deposited in the county general fund if it has not been committed for expenditure. The county treasurer shall provide, upon request by a juvenile court, monthly reports of the revenue credited to and expenditures made from the special account.

(b) Seven dollars for credit to a special revenue fund for the use of the justices' courts. Any money remaining in the special revenue fund after 2 fiscal years must be deposited in the county general fund if it has not been committed for expenditure. The county treasurer shall provide, upon request by a justice's court, monthly reports of the revenue credited to and expenditures made from the special revenue fund.

(c) The remainder of each assessment to the state controller for credit to a special account in the state general fund.

7. The money apportioned to a juvenile court, a justice's court or a municipal court pursuant to this section must be used, in addition to providing services to juvenile offenders in the juvenile court, to improve the operations of the court, or to acquire appropriate advanced technology or the use of such technology, or both. Money used to improve the operations of the court may include expenditures for:

- (a) Training and education of personnel;
- (b) Acquisition of capital goods;
- (c) Management and operational studies; or
- (d) Audits.

8. Of the total amount deposited in the state general fund pursuant to subsections 5 and 6, the state controller shall distribute the money received to the following public agencies in the following manner:

- (a) Not less than 51 percent to the office of the court administrator for allocation as follows:
 - (1) Eighteen and one-half percent of the amount distributed to the office of the court administrator for the administration of the courts.
 - (2) Nine percent of the amount distributed to the office of the court administrator for the development of a uniform system for judicial records.
 - (3) Nine percent of the amount distributed to the office of the court administrator for continuing judicial education.
 - (4) Sixty percent of the amount distributed to the office of the court administrator for the supreme court.
 - (5) Three and one-half percent of the amount distributed to the office of the court administrator for the payment for the services of retired justices and retired district judges.
- (b) Not more than 49 percent must be used to the extent of legislative authorization for the support of:
 - (1) The central repository for Nevada records of criminal history;
 - (2) The peace officers' standards and training commission;

- (3) The operation by the Nevada highway patrol of a computerized switching system for information related to law enforcement;
 - (4) The fund for the compensation of victims of crime; and
 - (5) The advisory council for prosecuting attorneys.
9. As used in this section, “juvenile court” means:
- (a) In any judicial district that includes a county whose population is 100,000 or more, the family division of the district court; or
 - (b) In any other judicial district, the juvenile division of the district court.
- (Added to NRS by 1983, 907; A 1985, 907; 1987, 1417; 1989, 1058, 1980; 1991, 1554, 2181; 1993, 604, 867; 1995, 2453; 1997, 1508; 1999, 2426; 2001, 375, 2353, 2919)

NRS 176.0611 Additional administrative assessment for misdemeanor: Authorization; collection; distribution; limitations on use.

1. A county or a city, upon recommendation of the appropriate court, may, by ordinance, authorize the justices or judges of the justices' or municipal courts within its jurisdiction to impose for not longer than 25 years, in addition to an administrative assessment imposed pursuant to NRS 176.059, an administrative assessment for the provision of court facilities.

2. Except as otherwise provided in subsection 3, in any jurisdiction in which an administrative assessment for the provision of court facilities has been authorized, when a defendant pleads guilty or guilty but mentally ill or is found guilty of a misdemeanor, including the violation of any municipal ordinance, the justice or judge shall include in the sentence the sum of \$10 as an administrative assessment for the provision of court facilities and render a judgment against the defendant for the assessment.

3. The provisions of subsection 2 do not apply to:

- (a) An ordinance regulating metered parking; or
- (b) An ordinance that is specifically designated as imposing a civil penalty or liability pursuant to NRS 244.3575 or 268.019.

4. The money collected for an administrative assessment for the provision of court facilities must not be deducted from the fine imposed by the justice or judge but must be taxed against the defendant in addition to the fine. The money collected for such an administrative assessment must be stated separately on the court's docket and must be included in the amount posted for bail. If the defendant is found not guilty or the charges are dismissed, the money deposited with the court must be returned to the defendant. If the justice or judge cancels a fine because the fine has been determined to be uncollectible, any balance of the fine and the administrative assessment remaining unpaid shall be deemed to be uncollectible and the defendant is not required to pay it. If a fine is determined to be uncollectible, the defendant is not entitled to a refund of the fine or administrative assessment he has paid and the justice or judge shall not recalculate the administrative assessment.

5. If the justice or judge permits the fine and administrative assessment for the provision of court facilities to be paid in installments, the payments must be applied in the following order:

(a) To pay the unpaid balance of an administrative assessment imposed pursuant to NRS 176.059;

(b) To pay the unpaid balance of an administrative assessment for the provision of court facilities pursuant to this section; and

(c) To pay the fine.

6. The money collected for administrative assessments for the provision of court facilities in municipal courts must be paid by the clerk of the court to the city treasurer on or before the fifth day of each month for the preceding month. The city treasurer shall deposit the money received in a special revenue fund. The city may use the money in the special revenue fund only to:

(a) Acquire land on which to construct additional facilities for the municipal courts or a regional justice center that includes the municipal courts.

(b) Construct or acquire additional facilities for the municipal courts or a regional justice center that includes the municipal courts.

(c) Renovate or remodel existing facilities for the municipal courts.

(d) Acquire furniture, fixtures and equipment necessitated by the construction or acquisition of additional facilities or the renovation of an existing facility for the municipal courts or a regional justice center that includes the municipal courts. This paragraph does not authorize the expenditure of money from the fund for furniture, fixtures or equipment for judicial chambers.

(e) Acquire advanced technology for use in the additional or renovated facilities.

(f) Pay debt service on any bonds issued pursuant to subsection 3 of NRS 350.020 for the acquisition of land or facilities or the construction or renovation of facilities for the municipal courts or a regional justice center that includes the municipal courts.

Any money remaining in the special revenue fund after 5 fiscal years must be deposited in the municipal general fund for the continued maintenance of court facilities if it has not been committed for expenditure pursuant to a plan for the construction or acquisition of court facilities or improvements to court facilities. The city treasurer shall provide, upon request by a municipal court, monthly reports of the revenue credited to and expenditures made from the special revenue fund.

7. The money collected for administrative assessments for the provision of court facilities in justices' courts must be paid by the clerk of the court to the county treasurer on or before the fifth day of each month for the preceding month. The county treasurer shall deposit the money received to a special revenue fund. The county may use the money in the special revenue fund only to:

(a) Acquire land on which to construct additional facilities for the justices' courts or a regional justice center that includes the justices' courts.

(b) Construct or acquire additional facilities for the justices' courts or a regional justice center that includes the justices' courts.

(c) Renovate or remodel existing facilities for the justices' courts.

(d) Acquire furniture, fixtures and equipment necessitated by the construction or acquisition of additional facilities or the renovation of an existing facility for the justices' courts or a regional justice center that includes the justices' courts. This paragraph does not authorize the expenditure of money from the fund for furniture, fixtures or equipment for judicial chambers.

(e) Acquire advanced technology for use in the additional or renovated facilities.

(f) Pay debt service on any bonds issued pursuant to subsection 3 of NRS 350.020 for the acquisition of land or facilities or the construction or renovation of facilities for the justices' courts or a regional justice center that includes the justices' courts.

Any money remaining in the special revenue fund after 5 fiscal years must be deposited in the county general fund for the continued maintenance of court facilities if it has not been committed for expenditure pursuant to a plan for the construction or acquisition of court facilities or improvements to court facilities. The county treasurer shall provide, upon request by a justice's court, monthly reports of the revenue credited to and expenditures made from the special revenue fund.

8. If money collected pursuant to this section is to be used to acquire land on which to construct a regional justice center, to construct a regional justice center or to pay debt service on bonds issued for these purposes, the county and the participating cities shall, by interlocal agreement, determine such issues as the size of the regional justice center, the manner in which the center will be used and the apportionment of fiscal responsibility for the center.

(Added to NRS by 1995, 1024; A 1995, 2482; 1997, 140)

NRS 176.062 Administrative assessment for felony or gross misdemeanor: Collection; distribution; limitations on use.

1. When a defendant pleads guilty or guilty but mentally ill or is found guilty of a felony or gross misdemeanor, the judge shall include in the sentence the sum of \$25 as an administrative assessment and render a judgment against the defendant for the assessment.

2. The money collected for an administrative assessment:

- (a) Must not be deducted from any fine imposed by the judge;
- (b) Must be taxed against the defendant in addition to the fine; and
- (c) Must be stated separately on the court's docket.

3. The money collected for administrative assessments in district courts must be paid by the clerk of the court to the county treasurer on or before the fifth day of each month for the preceding month. The county treasurer shall distribute, on or before the 15th day of that month, the money received in the following amounts for each assessment received:

(a) Five dollars for credit to a special account in the county general fund for the use of the district court.

(b) The remainder of each assessment to the state controller.

4. The state controller shall credit the money received pursuant to subsection 3 to a special account for the assistance of criminal justice in the state general fund, and distribute the money from the account to the attorney general as authorized by the legislature. Any amount received in excess of the amount authorized by the legislature for distribution must remain in the account.

(Added to NRS by 1987, 846; A 1991, 1153; 1995, 2455; 2001, 2921)

NRS 176.064 Collection fee for unpaid administrative assessment, fine, fee or restitution; use of collection agency; report to credit agencies; attachment or garnishment; suspension of driver's license; imprisonment.

1. If a fine, administrative assessment, fee or restitution is imposed upon a defendant pursuant to this chapter, whether or not the fine, administrative assessment, fee or restitution is in addition to any other punishment, and the fine, administrative assessment, fee or restitution or any part of it remains unpaid after the time established by the court for its payment, the defendant is liable for a collection fee, to be imposed by the court at the time it finds that the fine, administrative assessment, fee or restitution is delinquent, of:

(a) Not more than \$100, if the amount of the delinquency is less than \$2,000.

(b) Not more than \$500, if the amount of the delinquency is \$2,000 or greater, but is less than \$5,000.

(c) Ten percent of the amount of the delinquency, if the amount of the delinquency is \$5,000 or greater.

2. A state or local entity that is responsible for collecting a delinquent fine, administrative assessment, fee or restitution may, in addition to attempting to collect the fine, administrative assessment, fee or restitution through any other lawful means, take any or all of the following actions:

(a) Report the delinquency to reporting agencies that assemble or evaluate information concerning credit.

(b) Request that the court take appropriate action pursuant to subsection 3.

(c) Contract with a collection agency licensed pursuant to NRS 649.075 to collect the delinquent amount and the collection fee. The collection agency must be paid as compensation for its services an amount not greater than the amount of the collection fee imposed pursuant to subsection 1, in accordance with the provisions of the contract.

3. The court may, on its own motion or at the request of a state or local entity that is responsible for collecting the delinquent fine, administrative assessment, fee or restitution, take any or all of the following actions, in the following order of priority if practicable:

(a) Request that a prosecuting attorney undertake collection of the delinquency, including, without limitation, the original amount and the collection fee, by attachment or garnishment of the defendant's property, wages or other money receivable.

(b) Order the suspension of the driver's license of the defendant. If the defendant does not possess a driver's license, the court may prohibit the defendant from applying for a driver's license for a specified period. If the defendant is already the subject of a court order suspending or delaying the issuance of his driver's license, the court may order the additional suspension or delay, as appropriate, to apply consecutively with the previous order. At the time the court issues an order suspending the

driver's license of a defendant pursuant to this paragraph, the court shall require the defendant to surrender to the court all driver's licenses then held by the defendant. The court shall, within 5 days after issuing the order, forward to the department of motor vehicles the licenses, together with a copy of the order. At the time the court issues an order pursuant to this paragraph delaying the ability of a defendant to apply for a driver's license, the court shall, within 5 days after issuing the order, forward to the department of motor vehicles a copy of the order. The department of motor vehicles shall report a suspension pursuant to this paragraph to an insurance company or its agent inquiring about the defendant's driving record, but such a suspension must not be considered for the purpose of rating or underwriting.

(c) For a delinquent fine or administrative assessment, order the confinement of the person in the appropriate prison, jail or detention facility, as provided in NRS 176.065 and 176.075.

4. Money collected from a collection fee imposed pursuant to subsection 1 must be distributed in the following manner:

(a) Except as otherwise provided in paragraph (d), if the money is collected by or on behalf of a municipal court, the money must be deposited in a special fund in the appropriate city treasury. The city may use the money in the fund only to develop and implement a program for the collection of fines, administrative assessments, fees and restitution.

(b) Except as otherwise provided in paragraph (d), if the money is collected by or on behalf of a justice's court or district court, the money must be deposited in a special fund in the appropriate county treasury. The county may use the money in the special fund only to develop and implement a program for the collection of fines, administrative assessments, fees and restitution.

(c) Except as otherwise provided in paragraph (d), if the money is collected by a state entity, the money must be deposited in an account, which is hereby created in the state treasury. The court administrator may use the money in the account only to develop and implement a program for the collection of fines, administrative assessments, fees and restitution in this state.

(d) If the money is collected by a collection agency, after the collection agency has been paid its fee pursuant to the terms of the contract, any remaining money must be deposited in the state, city or county treasury, whichever is appropriate, to be used only for the purposes set forth in paragraph (a), (b) or (c) of this subsection.

(Added to NRS by 1997, 899; A 1999, 425; 2001, 2569)

NRS 176.065 Rate of additional imprisonment in default of administrative assessment, fine or forfeiture.

1. Except as otherwise provided in subsection 2, when a person is sentenced to both fine and imprisonment, or to pay a forfeiture in addition to imprisonment, the court may, pursuant to NRS 176.064, order that the person be confined in the state prison, the city or county jail or a detention facility, whichever is designated in his sentence of imprisonment, for an additional period of 1 day for each \$75 of the amount until the administrative assessment and the fine or forfeiture are satisfied or the maximum term of imprisonment prescribed by law for the offense committed has elapsed, whichever is earlier, but his eligibility for parole is governed only by his sentence of imprisonment.

2. The provisions of this section do not apply to indigent persons.

(Added to NRS by 1967, 1433; A 1973, 32; 1983, 434, 908; 1989, 1178; 1997, 901)

NRS 176.075 Rate of imprisonment in default of administrative assessment, fine or forfeiture.

1. Except as otherwise provided in subsection 2, when a person is sentenced to pay a fine or forfeiture without an accompanying sentence of imprisonment, the court may, pursuant to NRS 176.064, order that the person be confined in the city or county jail or detention facility for a period of not more than 1 day for each \$75 of the amount until the administrative assessment and the fine or forfeiture are satisfied.

2. The provisions of this section do not apply to indigent persons.

(Added to NRS by 1967, 1433; A 1983, 434, 908; 1989, 1178; 1997, 901)

NRS 176.085 Reduction of excessive fine or administrative assessment; payment in installments. Whenever, after a fine and administrative assessment have been imposed but before they have been discharged by payment or confinement, it is made to appear to the judge or justice imposing the fine or administrative assessment or his successor:

1. That the fine or administrative assessment is excessive in relation to the financial resources of the defendant, the judge or justice or his successor may reduce the fine accordingly.

2. That the discharge of the fine or administrative assessment is not within the defendant's present financial ability to pay, the judge or justice or his successor may direct that the fine be paid in installments.

(Added to NRS by 1967, 1433; A 1973, 388; 1983, 908)

NRS 176.087 Imposition of community service as punishment or condition of probation.

1. Except where the imposition of a specific criminal penalty is mandatory, a court may order a convicted person to perform supervised community service:

(a) In lieu of all or a part of any fine or imprisonment that may be imposed for the commission of a misdemeanor; or

(b) As a condition of probation granted for another offense.

2. The community service must be performed for and under the supervising authority of a county, city, town or other political subdivision or agency of the State of Nevada or a charitable organization that renders service to the community or its residents.

3. The court may require the convicted person to deposit with the court a reasonable sum of money to pay for the cost of policies of insurance against liability for personal injury and damage to property or for industrial insurance, or both, during those periods in which he performs the community service, unless, in the case of industrial insurance, it is provided by the authority for which he performs the community service.

4. The following conditions apply to any such community service imposed by the court:

(a) The court must fix the period of community service that is imposed as punishment or a condition of probation and distribute the period over weekends or over other appropriate times that will allow the convicted person to continue at his employment and to care for his family. The period of community service fixed by the court must not exceed, for a:

(1) Misdemeanor, 200 hours;

(2) Gross misdemeanor, 600 hours; or

(3) Felony, 1,000 hours.

(b) A supervising authority listed in subsection 2 must agree to accept the convicted person for community service before the court may require him to perform community service for that supervising authority. The supervising authority must be located in or be the town or city of the convicted person's residence or, if that placement is not possible, one located within the jurisdiction of the court or, if that placement is not possible, the authority may be located outside the jurisdiction of the court.

(c) Community service that a court requires pursuant to this section must be supervised by an official of the supervising authority or by a person designated by the authority.

(d) The court may require the supervising authority to report periodically to the court or to a probation officer the convicted person's performance in carrying out the punishment or condition of probation.

(Added to NRS by 1981, 486; A 1991, 1930; 1997, 33; 2001 Special Session, 133)

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APPENDIX B – Law Enforcement Questions and Answers

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APPENDIX B

**ADMINISTRATIVE ASSESSMENT ANALYSIS
LAW ENFORCEMENT QUESTIONNAIRE
NOVEMBER 2002**

Agency name: _____ Name of preparer: _____
Telephone number: _____

Below are several questions that will help the Supreme Court better understand the reduction in administrative assessments within the last year as well as the dynamics of administrative assessments as they are affected by law enforcement processes. We need this information to address the decrease in assessments currently being experienced by the Judiciary to the Nevada Legislature when it meets in a few months. Please answer these questions based on your practices or processes since July 2000.

If you need additional room, please use an additional sheet of paper and number your responses. Thank you.

Questionnaires sent: 31 Responses received: 18

1. What is the average number of citations written per month since July 2000? The average number of charges per citation?

Date	Reno PD	Las Vegas Metro PD
07/00	1,346	30,073 avg/mo
08/00	1,808	
09/00	2,041	
10/00	1,536	27,011 avg/mo
11/00	1,514	
12/00	1,873	
01/01	1,308	28,316 avg/mo
02/01	1,696	
03/01	2,463	
04/01	1,889	26,951 avg/mo
05/01	1,574	
06/01	1,419	
07/01	1,499	28,156 avg/mo
08/01	1,267	
09/01	1,601	
10/01	1,139	25,420 avg/mo
11/01	1,367	
12/01	905	
01/02	1,446	26,887 avg/mo
02/02	2,143	
03/02	2,041	
04/02	1,707	25,712 avg/mo
05/02	1,724	
06/02	1,206	
07/02	1360	29,214 avg/mo
08/02	1,776	
09/02	1,708	
10/02	1,560	
11/02	2,221	

Lovelock PD - 28 1.5
Winnemucca PD - CY 2000 81 1.25
 CY 2001 62 2.5
 CY 2002 (thru Oct) 44.5 2.5
Yerington PD - Approximately 42 citations per month and an average of 2 charges per citation.
Fallon PD - 111 citations per month 1.27 charges per citation
North Las Vegas PD - 2,788 1.2 violations per citation average
Douglas County SO - 247.6 citations per month 1.43 charges per citation
Henderson PD - Do not know the number of citations issued. We do know average
 defendants/mo = 80, charges/mo = 89.2 for criminal citations since 01/01. Average
 defendants/mo = 1,350.3, charges/mo = 1,596.1 for traffic citations since 07/00. Average
 parking/mo = 191.6 for parking citations since 07/00.
Esmeralda County SO - 105 citations per month 1.25 charges per citation
Elko County SO - 59 citations per month 2 charges per citation
Eureka County SO - 71 per month 1 per citation
Elko PD - 7/00 – 12/00 avg 114/mo
 1/01 – 12/01 avg 119/mo
 01/02-11/13/02 avg 143/mo
White Pine County SO - 99 citations per month 1.3 charges
Lyon County SO - Approximately 230 per month / unknown charges per citation
NHP - The number of citations issued is not available due to the fact we track the number of
 charges, not citations issued. The average number of charges on citations per month is
 approximately 16,450.
Washoe County SO - 669 average cites written with an average of 2 offenses per cite
Sparks PD - Average citations 923 / 2 charges per cite.

2. **What is the average number of citations written to each court within your jurisdiction per month since July 2000?**

Las Vegas Metro PD - Not available.

Winnemucca PD -	CY 2000	81	1.25
	CY 2001	62	2.5
	CY 2002 (thru Oct)	44.5	2.5

Yerington PD - Municipal court: 1,133 & Juvenile court: 127

Fallon PD - 88 citations to municipal court per month

North Las Vegas PD - 2,788 1.2 violations per citation average

Douglas County SO - On average approximately 56% of our citations are written to East Fork Justice Court, 28% to Tahoe Justice Court, and 16% to juvenile court. Monthly average citations per jurisdiction is as follows:

CY2000	EFJC	145	TJC	73	Juve	42
CY2001	EFJC	131	TJC	66	Juve	38
CY2002 (to date)	EFJC	139	TJC	69	Juve	40

Henderson PD - Municipal court 1,546.4 defendants/mo, 1,803.0 charges/mo (includes parking) Justice court = 0

Esmeralda County SO - 105 citations per month

Elko County SO - 59 citations per month

Eureka County SO - 1-71

Elko PD -	07/00 – 12/00	Juvenile = 15	Municipal = 79	Justice = 22
	01/01 – 12/01	Juvenile = 16	Municipal = 81	Justice = 23
	01/02-11/14/02	Juvenile = 20	Municipal = 88	Justice = 30

White Pine County SO -	Ely Justice Court	56/month
	Ely Municipal Court	35/month
	Lund Justice Court	7/month
	Baker Justice Court	1/month

Lyon County SO - Approximately 58

NHP - This information is not available due to the fact it is not tracked. The Highway Patrol issues citations into approximately 53 different courts statewide.

Washoe County SO – Reno Justice Court, 226; Sparks Justice Court, 116; Verdi Justice Court, 6; Gerlach Justice Court, 7; Incline Justice Court, 114; Juvenile Court, 64

Sparks PD - Municipal Court, 762; Juvenile Court, 80

3. **What is the average number of officers on traffic duty (number of officers writing citations) per month since July 2000?**

Lovelock PD - 2

Reno PD - 160 (average 5.5 per day).

Las Vegas Metro PD - The average number of officers on traffic duty (number of officers writing citations) per month since July 2000 has changed slightly from 100 to 110 (traffic officers and sergeants assigned to the Traffic Section). Patrol officers also occasionally write traffic citations, however, their first priority if non-traffic related offenses.

Winnemucca PD - Since we are a small agency, we have no officers specifically assigned to "traffic duty." Our average number of officers per month on duty is 136.88.

Yerington PD - An average of one.

Fallon PD - Unknown. We do not have a traffic division.

North Las Vegas PD - 9 traffic officers who account for approximately 50% of all citations written.

Douglas County SO - On average, we have approximately 36-38 deputies assigned to patrol division on a regular basis. Only 4 of those deputies are specifically assigned to the traffic division.

Henderson PD - 6

Esmeralda County SO - 5 officers.

Elko County SO - We have 29 officers on patrol. We do not have a traffic division. All officers work traffic while on patrol.

Eureka County SO - 6

Elko PD - 24 officers. Officers are not assigned specific traffic duty only. All patrol officers can issue citations.

White Pine County SO - Deputies are not specifically assigned to traffic duty. We average three deputies per shift. All deputies on a shift may write citations.

Lyon County SO - None specifically assigned to traffic.

NHP - Monthly averages were not available due to how staffing is tracked by the Highway patrol. The average per quarter for Trooper II positions only, without accounting for leave, SIIS, etc., is

July 2000	309	July 2001	332	July 2002	324
Oct 2000	322	Oct 2001	332	Oct 2002	307
Jan 2001	318	Jan 2002	330	Jan 2003	307
Apr 2001	323	Apr 2002	317		

Washoe County SO - 7

Sparks PD - 2 traffic officers assigned from 7 a.m.-3p.m. Monday-Friday. Traffic responsibilities are assigned to the patrol officers on the remaining shifts as a shift function.

4. **Have you assigned officers from traffic to other duties? When did these changes take place? Why?**

Summary:

No – 7 Yes – 4 N/A – 3

Comments:

Lovelock PD - The Department does not have a Traffic Division.

Reno PD - Yes. Traffic officers work special events and traffic control while on duty. They also handle accidents. This has always been the case. We have been down 1 motor position the last year.

Yerington PD - Our lieutenant retired, therefore his position needed to be filled. One of our officers was promoted, leaving an opening that was filled in September 2002.

Douglas County SO - Due to manpower shortages, we are often required to assign our traffic deputies to handle beat calls. On average, our traffic deputies are assigned strictly to enforcement 59.82% of their time. This is not a change in policy for us; we have always had to make due with limited manpower imposed by county budget constraints.

Henderson PD - Officers have been assigned to acting sergeant, rolls on other shifts due to manpower shortage. Officers have also been reassigned to patrol. Replacements are in process.

Lyon County SO - No; however, with rapid growth in the county, there are more calls for service leaving minimal time for traffic enforcement.

NHP - Approximately 8 officers statewide have been reassigned to administrative duties as of January 2002. Assignments of these officers include rewriting training curriculum for in-service and entry-level employees, internal auditing, program development, evaluation and tracking as well as research and development.

Washoe County SO - Yes, to cover staffing as needed in an assigned beat.

Sparks PD - As needed for staffing shift shortages, traffic officers are assigned to work a designated beat to fill the shift.

5. **Has your agency made any other changes that might have affected the number of citations written into courts in your jurisdiction? If yes, please explain.**

Summary:

No – 8 Yes – 7

Comments:

Reno PD - Yes. Increase in special events, taking of motor officers for training functions for long periods of time.

Las Vegas Metro PD - The only significant change in the last year has been making traffic stops in accordance with the AB500 requirements racial profiling. To date, no analysis has been done on the impact of those requirements.

Winnemucca PD - In the fall of 2001, we had officers “out” because of active military status (due to 9-11), two new officers in POST and two for medical reasons.

North Las Vegas PD - An increase in the number of commissioned personnel.

Douglas County SO - As you can see from enclosure 1 AOC supplied data, our citations have not declined. A hand-check review of the last three months citations revealed that all of the traffic citations written by our deputies have included the Fine, Administrative Assessment and Court Assessment fees.

Henderson PD - The traffic squad is also responsible for the investigation of fatal and serious injury accidents, which are very time consuming. As of 11/25/02, injury accidents have already surpassed last year’s figures.

Esmeralda County SO - In March of 2001, we changed citations from one violation on the citations to two.

Elko County SO - Yes, when we do an OTS grant for stepped up patrol.

Elko PD - Yes. May 2002 Justice Court citations were higher due to a statewide seatbelt awareness program that the Police Department participated in. The number of NRS citations was approximately four times higher in the month of May 2002.

NHP - Hiring has been minimal due to curriculum restructuring and updating.

6. **Would you like a copy of the AA Analysis report?**

Summary:

No – 2 Yes – 16

Please return this questionnaire to Ron Titus, Administrative Office of the Courts, 201 South Carson Street, Suite 250, Carson City, NV 89701 or fax to 775-684-1723 by November 29, 2002. Thank you.

APPENDIX C - Trial Court Questions and Answers

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APPENDIX C

**ADMINISTRATIVE ASSESSMENT ANALYSIS
TRIAL COURT QUESTIONNAIRE
NOVEMBER 2002**

Court name: _____ Name of preparer: _____
Telephone number: _____

Below are several questions that will help the Supreme Court better understand why administrative assessments (AAs) have decreased within the last year as well as the dynamics of our AAs as they are affected by court processes. We will use this information to make better decisions and recommendations to the Nevada Legislature when it meets in a few months. Please answer these questions based on your practices or processes since July 2000.

If you need additional room, please use an additional sheet of paper and number your responses. Thank you.

Questionnaires sent: 64 Responses received: 54

**1. Has the court made changes in how assessments are calculated since July 2000?
If yes, please explain.**

Summary:

No – 47 Yes – 2

Comments:

Las Vegas MC - The court has not made any changes in how assessments are calculated.

Las Vegas JC - The only change made by the court in how assessments are calculated has been the separation of bench warrant/FTA court costs from being included as a part of the fine amount when the AA amount is determined.

Canal JC - No. We collect all assessments at once.

Reno JC - No changes in how assessments are calculated have been made.

East Fork JC - No, the court has not made any changes in how assessments are calculated.

Tecoma JC - As of September 2002, the court does not accept payment plans on citations.

Moapa JC - Except for the impossible amounts, everything is the same; the computer figures the assessments.

Laughlin JC - Don't know. The county does this, then our monthly reports.

Jackpot JC - Only changes are what the NRS requires.

Mason V. JC - No. However, our caseload and revenues are down substantially, partially due to one less NHP Officer.

Eureka JC - Yes – court in 2000 forfeited all county citations. All citations written by NHP that were signed on back. All citations that were received from NHP not signed we sent to state as a fine. We now forfeit all citations unless contested.

2. **Has the court made changes in traffic citation sentencing or bail forfeiture procedures/schedules since July 2000? If yes, please explain. (examples: lower fines, more community service, more jail time)**

Summary:

No – 36 Yes – 10

Comments:

Incline JC - Base amount of fines has increased.

Henderson MC - Yes, fines have increased.

Las Vegas MC - On February 5, 2001, the court implemented a program, which provided defendants options for settling their case. The options program implemented offered higher fines, which resulted in higher AA revenue. Although our system does not readily provide information to measure the results of the process, an analysis of available data was performed to evaluate the charges, number of transactions and State AA revenue since the implementation of the options program. A review of data disclosed that although the court experience a 14% decline in the total charges, state revenue increased 22%, excluding the adjustment data attached to questionnaire.

Dayton JC - There has been an increase in requests for community service work and an increase on jail in lieu of fines.

Las Vegas JC - No. There have been no changes to the traffic citation sentencing or bail forfeiture procedures.

Union JC - Yes, we do have community service for indigent people. If a person comes into court, the judge usually lowers the fine.

Reno JC - For traffic citation sentencing, we have seen some reduced fines and fines converted to community service. No changes have been made on the bail forfeiture procedures. Some of the amounts on the bail schedule have been changed since July 2000.

Sparks MC - No, the bail schedule was adjusted prior to July 2000, and it will be adjusted upwards when existing traffic citations (with pre - printed bail schedule) have all been used (estimated 2005).

East Fork JC - No, the court has made no changes in traffic citation sentencing or bail forfeiture procedures/schedules.

Smith V. JC - Other than to update the bail schedule to include new laws, my current bail schedule is a product of a 4 - county agreement among the Justice and Muni Courts to standardize the bail amounts. Includes Storey, Lyon, Churchill, Douglas, and Carson Counties.

Sparks JC - Yes. Fines are being suspended more often and the request for community service has increased and is being granted. Many defendants arrested on outstanding bench warrants are given more credit for time served than in the past. Citation violations tend to receive lower fines than in the past as well.

Pahrnagat V. JC - No – community service is not offered for traffic violations.

Mina JC - Fines were rescheduled 11/15/02 and most bails increased.

Wadsworth JC - None that would lower AAs.

Beowawe JC - Other than updating and standardizing fines – no.

Eureka JC - Yes – more warnings, dismissing citations in 2001.

North Las Vegas MC - The judge has raised several bails. Defendants must prove they are indigent by completing an affidavit in order to work off their fine.

Reno MC - No. However, defendants are more often converting to community service due to job loss since 9/11.

3. What percentages of your violations are bail forfeited?

Found guilty?

Found not guilty?

Go to FTA without bail forfeiture?

Other?

Court	Bail forfeit	Found guilty	Found not guilty	FTA w/o bail forfeit	Other	Description
Argenta JC	90%	0%	0%	8%	2%	Payments/arrangements
Austin JC	95%	0.5%		4.5%		
Baker JC		85%	5%	10%		
Beatty JC	68%	18%	-1%	5%	14.3%	
Beowawe JC	~92%	<2%	<1%	~5%		
Boulder City MC	19%	33%	<1%	24%	15%	Dismissed
Boulder JC	55%	25%	5%	10%	5%	
Bunkerville JC	~25%	~25%	<1%	~30%	~15%	Dismissed
Eureka JC	86%	1%	7%	6%		
Fernley MC	~70%	~26%	~1%	~3%		
Gerlach JC	50%	20%	10%	20%		
Henderson JC	27%	87%	13%	21%		
Henderson MC	14%	28%	7%	N/A	N/A	
Incline JC (criminal)	1%	90%	2%	2%	5%	
Incline JC (tickets)	50%	24%	1%	20%	5%	
Jackpot JC	92%	98%	2%	8%	N/A	
Lake JC	75%	5%	5%	15%		
Laughlin JC		~50%	~1%	~40%		
Lovelock MC	50%			~30%	20%	Dismissed or suspended w/conditions
Lund JC	92%	100%	<1%	4%	<1%	
Mason V. JC	54%	13%	20%	10%	3%	
Meadow V. JC	N/A					
Mesquite MC	N/A					
Mina JC	80%		5%	15%		
Moapa JC	~70%	~20%	~10%			
Moapa V. JC	~20%	~75%	<1%	~5%		
New River JC	30%	25%	5%	15%	25%	
Pahrnagat V. JC	85%	7%	2%	10%	1%	Jail in lieu of fine.
Reno JC	~5%	~30%	~10%	~20%	~35%	Just pay
Reno MC	Provided in USJR reports			13.2%		
Searchlight JC	~70%	<1%	None	~25%	4%	
Sparks MC	<1%	73%	<1%	~3%		Found guilty includes nolo and guilty pleas
Tecoma JC		~95%	~5%			
Tonopah JC	55%	40%	1%	3%	1%	
Union JC	60%	10%	0%	30%	0%	
Verdi JC	88%	12%				
Virginia City JC	43%	11 cases	None	None	0	
Wadsworth JC	~70%	~5%	~2%	~22%		
Median	60%	25%	2%	10%	5%	

Tahoe JC - The actual amounts can be obtained from the statistical reports submitted monthly to AOC. I don't have percentage amounts.

Bunkerville JC - I have to say that since I've worked here, 6 of the 7 years, we have had below the minimum number of NHP troopers that we should have, especially the past couple of years. Our own stats for our individual court are down.

Las Vegas MC - The court does not currently possess statistical data or reports concerning the above requested information. Obtaining such information requires additional programming requests to the City's Information Technologies department, which would result in a significant delay in the submittal of this response.

Dayton JC - Unable to calculate.

Las Vegas JC - The court is not able to provide this information at this time. Such information will not be available until the complete Maximus/CourtView case management replacement project is finished.

Canal JC - This court does not have the electronic capabilities of collecting the information you are requesting.

East Fork JC - These items are not being tracked under the AOC's statistical software. Guilty and bail forfeiture are lumped together by the software. Also, the percentages are different for traffic citations than for criminal cases. We would have to pull every single file and every single citation in order to calculate these numbers.

Smith V. JC - We are not able to produce these figures and I choose not to try to estimate them.

Sparks JC - No statistics available on these.

Pahrnagat V. JC - These figures are only estimates. The computer program we use does not produce these types of reports. For exact figures, we would have to hand count the citations and dispositions.

Carson City J/MC - Unable to determine.

North Las Vegas MC - Not attainable at this time.

Pahrump JC - We do not have the ability to auto-retrieve such information nor do we have staff available to hand count these statistics.

Fallon MC - I am sending copies of our monthly report to city for 2 years along with our cash report to city clerk. Percentages would be only a guess, nothing more.

4. Please provide estimates for your assessed average fine per violation per month since July 2000? And average bail forfeiture per violation per month since July 2000?

Date	Henderson MC (fine/forfeit)	Jackpot JC (fine/forfeit)	Argenta JC (fine/forfeit)	Beatty JC (fine/forfeit)
07/00	\$42.57/\$44.11		\$80/\$105	\$129/\$101
08/00	42.28/42.39		70/100	142/99
09/00	42.17/42.19		105/120	119/107
10/00	41.35/39.14		90/130	120/103
11/00	42.33/41.45		90/130	151/94
12/00	42.26/41.70		100/145	89/100
01/01	41.53/41.76		80/115	131/81
02/01	41.21/41.63		95/135	105/101
03/01	40.45/42.21		80/115	114/99
04/01	41.94/41.06		95/130	132/101
05/01	41.08/42.28		90/125	139/91
06/01	40.20/40.18	\$19.34/\$66.27	80/120	161/90
07/01	42.07/42.03	16.00/38.35	95/135	114/90
08/01	41.64/42.10	23.06/44.81	85/115	176/95
09/01	41.21/40.93	14.87/52.74	100/140	129/102
10/01	42.41/41.86	16.89/59.95	90/125	117/99
11/01	40.89/44.04	19.38/35.56	90/130	114/91
12/01	41.45/43.46	17.71/47.58	80/110	108/94
01/02	40.97/43.64	14.94/44.60	95/130	116/77
02/02	42.33/42.55	19.04/40.64	85/125	125/81
03/02	41.66/43.84	21.93/36.02	90/125	105/80
04/02	41.06/37.99	67.53/58.07	85/120	79/99
05/02	43.28/38.16	23.00/31.93	85/110	102/106
06/02	44.65/37.00	13.99/93.10	95/120	124/105
07/02	43.53/37.16		85/110	100/83
08/02	46.28/40.08		80/105	125/90
09/02	48.39/41.78		100/140	125/102
10/02	49.81/39.58		90/130	113/105
11/02				126/86
12/02				100/107

Moapa V. JC - This will take some time & research.

Meadow V. JC - N/A & \$60.00

Mesquite MC - N/A

Boulder MC - We are not able to supply an answer to this question due to system limitations.

Tahoe JC - To get an accurate answer I would have to pull each citation and file for this time period. I just don't have the staff to do so.

Incline JC - Average total bail is \$65.00: \$40 bail, \$15 AA, \$10 Court facility fee.

Las Vegas MC - The court has over 1,500 violation codes and does not have information readily available to provide this information since July 2000. Compiling such information would require additional programming hours of which we do not have the resources to allocate the time.

However, an analysis of actual fines and AAs collected since July 2000 was performed. As a result of the analysis, it was concluded that AA revenue increased in direct proportion to fine revenue. In FY2002, fine revenue increased 14% over prior year while AA revenue increased 22%, excluding adjustments, during the same time frame.

Dayton JC - Unable to calculate.

Bunkerville JC - This would take a manual search to provide an answer to and I am a one-person court.

Tonopah JC - fine 6/01-11/02 \$60.00 forfeiture 6/01-11/02 \$68.00

Las Vegas JC - The court is not able to provide this information at this time. Such information will not be available until the complete Maximus/CourtView case management replacement project is finished.

Canal JC - Average fines collected = \$7,463.50 per month

Average forfeitures collected = \$6,151.02 per month

Union JC - It is not feasible for us to do a 2-year period. It would take too many hours and the court is not paying for overtime with the budget crunch.

Reno JC - The assessed average fine on traffic citations is \$45 per violation (which does not include the administrative assessment or the court facility assessment). The average bail forfeiture for traffic citations is \$70 per violation (this does include the administrative assessment and the court facility assessment).

Sparks MC - \$178 is the average fine imposed for all case types; this figure is for the year 2002 to date. We are unable to provide the average bail forfeiture per violation with the current case management system.

East Fork JC - The assessed average fine per violation per month since July 2000 is approximately \$89.02. Again, we cannot calculate the average bail forfeiture per violation as bail forfeitures are lumped together with guilty pleas in the stats.

Boulder JC - \$95, \$95

Lovelock JC - Bail forfeiture \$42.

Smith V. JC - Unable to produce this figure.

Tecoma JC - Seems to be getting between \$30, \$40, \$60, and \$70 in AA fees. Range of bail forfeiture is \$50/\$100.

Sparks JC - No statistics available.

Moapa JC - I don't know; however, the average bail amount on a citation is \$95.

Virginia City JC - No way to capture.

Searchlight JC - Not available at this court.

Laughlin JC - \$95-\$140.

Pahranagat V. JC - Average fine per violation ranges between \$60 and \$75. Average bail forfeiture per violation is \$115.

Mina JC - \$95

Lund JC - average fine \$53 plus admin assessment/court assessment; average bail forfeiture \$41 plus AA and court assessments.

Wadsworth JC - You must be dreaming.

Beowawe JC - Bail forfeitures = \$100 + \$60 AA + \$10 FF average; fines = \$200 + \$70 AA + \$10 FF average

Lake JC - Fine = \$250, bail forfeiture = \$125

Carson City JMC - Unable to determine.

Mason V. JC - Average fine minor traffic violations \$45 (does not include assess)

Average bail forfeiture \$50 (does not include assess)

Average driver's license offense fine \$200

DUI fine \$400 (does not include assess).

New River JC - Cannot calculate.

Austin JC - Fine = \$0.73 Bail = \$52.00

Monthly total fine average \$47.45 monthly total bail average \$3,380.

Gerlach JC - Don't have time to calculate.

Verdi JC - Due to how this court tracks, there is not way to give an average.

Eureka JC - Starting June 2001, we forfeit all citations. Before that this court did about a 55/45 split (55 state fine, 45 forfeit). Before January 2001 we did not keep track of the citation monthly. July 2001 – June 2002 average fine = \$25; July 2001 – June 2002 average forfeiture = \$40.

Fernley JC - Stats not available due to limited new operations.

North Las Vegas MC - Not attainable at this time.

Reno MC - a. \$168 b. \$72

Pahrump JC - We do not have the ability to auto-retrieve such information nor do we have staff available to hand count these statistics.

Fallon MC - This information is shown on monthly report. We have no average fine or bail forfeiture per month.

Baker JC - Fine \$32; bail forfeiture \$39.

Henderson JC - Amount owed prior to deducting FA and AA: \$91.00/\$148.00

5. What is your average number of AAs assessed per month since July 2000?

Date	Argenta JC	Beatty JC	Jackpot JC	Pahrump JC	Wells JC	Henderson MC	Wells MC
07/00	168	252		289	263	1,754	49
08/00	100	222		272	260	2,112	19
09/00	136	213		235	298	1,811	33
10/00	158	231		246	290	1,850	24
11/00	138	175		203	278	1,868	16
12/00	176	152		191	162	1,450	16
01/01	227	188		251	205	1,897	7
02/01	248	152		239	290	1,721	9
03/01	189	170		285	353	1,814	13
04/01	198	290		238	402	1,507	18
05/01	208	284		181	330	1,499	9
06/01	267	243	31.02	202	332	1,295	10
07/01	274	341	36.63	238	318	1,522	9
08/01	194	437	40.54	262	295	1,603	11
09/01	193	322	39.65	216	253	1,527	7
10/01	172	333	37.00	285	261	1,790	7
11/01	143	335	48.93	328	190	1,697	6
12/01	211	288	40.29	296	168	1,575	3
01/02	218	227	37.05	409	218	1,934	16
02/02	175	243	31.77	Not available	254	1,799	17
03/02	214	303	22.75	366	317	2,080	15
04/02	252	194	39.46	277	325	2,295	14
05/02	144	200	43.58	296	247	1,863	11
06/02	159	193	30.02	298	298	1,785	8
07/02	204	180		275		1,868	
08/02	214	205		238		1,557	
09/02	189	176		220		1,940	
10/02	238	208		183		1,729	
11/02		142					

Moapa V. JC - This will take some time & research.

Mesquite MC - N/A

Boulder MC - We are not able to supply an answer to this question due to system limitations.

Tahoe JC - Once again, I would have to pull each file to verify the amounts assessed per month. The amounts I have available through our system are the collected assessments. The average amount of assessments collected per month since July 2000 is 222.

Incline JC - 138 – Justice Court revenue is at its highest point since 1994 per county budget office.

Bunkerville JC - 54.58

Las Vegas MC - The court has over 1,500 violation codes and does not have information readily available to provide this information since July 2000. Compiling such information would require additional programming hours of which we do not have the resources to allocate the time. However, an analysis of actual fines and AAs collected since July 2000 was performed. As a result of the analysis, it was concluded that AA revenue increased in direct proportion to fine revenue data attached. In FY2002, fine revenue increased 14% over prior year while AA revenue increased 22%, excluding adjustments, during the same time frame.

Dayton JC - Unable to calculate.

Tonopah JC - 6/01 –11/02 166.58

Las Vegas JC - July 2000 – June 2002 Average number of AAs assessed per month: 13,251

Canal JC - \$6,156.40 collected per month.

Union JC - 461 – This is just an average.

Reno JC - Our system does not calculate the number of assessed AAs, only the number of collected AAs. The average number of collected AAs per month since July 2000 through October 2002 is approximately 1,950.

Sparks MC - The average number of AAs assessed per month is estimated at 834 for the year 2002 to date.

East Fork JC - 437.16

Boulder JC - 47

Lovelock MC - Traffic and court cases = 11

Smith V. JC - Hand counted: 25 average per month justice court

Yerington MC - Hand counted: 20 average per month municipal court

Tecoma JC - Some months 22 other months 32.

Sparks JC - 538.

Virginia City JC - Average per month for 2000, 70; 2001, 45; 2002, 48.

Searchlight JC - Not available at this court.

Moapa JC - 318.25 – I added the figures you sent and divided by 24 (all zeroes have been added to prior month).

Pahranagat JC - Over the past 27 months we have assessed 7,573 AAs. Our average per month is about 281.

Mina JC - 41.

Lund JC - 15

Wadsworth JC - Starting to wake up but not quite there.

Beowawe JC - 2,095 traffic charges + 55 non-traffic misdemeanors / 28 months = 77 per month. There is a wide range for traffic, with a high of 183 in August 2000 and a low of 16 in August 2001. These are assessed, not collected.

Lake JC - 125

Carson City JMC - Our numbers match those sent on attachment.

Mason V. JC - Average number of AAs assessed per month is 179 since July 2000 to October 2002.

New River JC - Cannot calculate.

Austin JC - 65

Gerlach JC - Don't have time to calculate.

Beatty JC - Average # of AAs per month since 7/2000 is 238.
Average # of AAs per month for 2000 was 223.
Average # of AAs per month for 2001 was 282.
Average # of AAs per month for 2002 was 206.

Verdi JC - 60.

Fernley MC - October 2002 – 72

North Las Vegas MC - 2,600

Reno MC - This information is provided to AOC in USJR monthly stats.

Fallon MC - You must have this by the monthly report I send to AOC each month.

Baker JC - 4

Eureka JC - 45

Henderson JC - Average 420 per month.

6. **Has the court made changes in collection practices since July 2000?**

If so, when?

Summary:

No – 36 Yes – 13

Comments:

Incline JC - Yes, credit cards accepted at collection level.

Henderson MC - Yes, in March 2002, the court implemented a new collections process. This explains the extreme variability in the revenue during March-June 2002 time period.

Las Vegas MC - In FY2000, the court has expanded its third party collection efforts to include an additional collection agency. As a result, the court currently has service agreements with two private collection agencies. In addition, the court's collection department has expanded from three collection officers to five collection officers.

Las Vegas JC - No. The court has made no change to its collection practices.

Canal JC - We will begin a new collection process beginning January 2003.

Union JC - The 10th of each month a FTP letter is generated. At that time a \$100 FTA fee is added. If payment in full is not received by the end of the month a bench warrant is issued. If the original total is over \$250 an additional \$100 fee for the bench warrant is issued.

Reno JC - No, the court has not made any changes in collection practices since July 2000.

Sparks MC - Yes. The court has sent 1,123 aged warrants to county collections for debtor enforcement proceedings, 282 accounts are cleared totaling \$301,753 (\$32,199 paid and \$269,554 resolved), 841 accounts are still outstanding totaling \$995,682. The court has also determined not to issue warrants for total fine balances of less than \$100; however, we do pursue an inexpensive O.S.C. The court is trying to become more cost effective. Bench warrants on failure to comply with payments are issued with cash only bail effective August 2002. The court is seeing more people posting the cash bail, which in turn pays the fines in full, closing the cases more quickly.

East Fork JC - The court has made not changes in collection practices since July 2000.

Smith V. JC - No, our collection system works very well.

Tecoma JC - Yes, as of September 2002, the court does not accept payment plans on citations.

Mina JC - June 2001 started turning more unpaid violations over to DMV for FTA and in November 2001, started issuing more bench warrants.

Jackpot JC - Yes. July 2002 started sending out copies of FTA or bench warrants to the defendant's last known address. Along with these a notice telling them that their driver's license may have been suspended until the case is disposed.

Beowawe JC - We had recently attempted more telephone contact, following up on those who do not follow through with payment arrangements made by phone or mail.

Carson City JMC - Yes. In April 2001, the court transferred its collections to the city treasurer's office, debt recovery unit.

Beatty JC - None have been made that would affect the AAs except on 10/31/02. Changes were made on 4/3/00 added \$10 to each FTA letter sent and increased the time in the letter from 15 to 20 days. 9/27/02 increased the time in the FTA letters from 20 to 30 days; also started issuing the FTA notice to DMV at the time the FTA letter sent, when previously used to issue it at bench warrant. 10/31/02 increased the \$10 to \$25 and now charge for LOI letters \$25. Changes 10/31/02 will be the only change that will affect the AA fees, however, the change made will increase the number of AA fees, because at bench warrant the \$200 that used to be just an increase in bail is now an actual charge added, which means an additional AA fee will be broken out when they forfeit or plead guilty to the charges. We are allowing 2nd chances on warrants before we go to collection on them. We give them a 2 - month time frame to pay the warrant without the FTA warrant fees added.

Eureka JC - No – we changed from one collection agency to another early 2000.

Fernley MC - No. Began operations October 2002

North Las Vegas MC - Collections efforts have been enhanced in the judicial enforcement division of the court in the last two years by incorporating the following into their collection repertoire:

We contracted with a private collection agency, that provides first and second party receivable management services on older cases; we purchased access, a computer tracking system which has increased, considerably, the ability to monitor and manage cases; utilizing the services of a private credit reporting company, is another tool that assists in collecting unpaid debt to the court; a private company that provides public record information, has been one of the most beneficial tools for locating defendants.

Reno MC - Major illness of a collections staff member resulted in sporadic collection efforts.

Pahrump JC - We are in the process of organizing a countywide collections department. Efforts in the past have been sporadic and on a “as time allows” basis.

Wells J/MC - Have sent county collection department copies of several warrants for collection. Started this practice approximately February 2002.

7. **Are assessments collected on jail time or community service when the fine is converted? If so, how does your process for this work?**

Summary:

No – 31 Yes – 10

Comments:

Moapa V. JC - No. In those instances where we give community service or jail time, it is usually give as an original sentence. In some instances, where fines cannot be paid but community service is allowed, we still require part of AAs paid even if we give jail time.

Meadow V. JC - Depends if defendant is indigent. No AA then. If not indigent, yes AA.

Boulder MC - No assessments are collected on fines that have been fully converted to jail time or community service. The defendant is permitted to work off the fine portion at \$10/hr. After the requisite numbers of hours have been completed, the defendant starts paying off the assessed fees.

Tahoe JC - Rarely are fines converted to jail time or community service. If they are converted, AAs are not collected.

Bunkerville JC - Generally not. Though this month we are having a lot of community service work done and we are trying very hard to collect them on that.

Las Vegas MC - The court currently collects AAs from defendants who participate in our Community Service Program. However, AAs assessed pursuant to a conviction are negated pursuant to NRS 176.065 for those defendants who serve jail time. When a defendant pleads guilty or nolo contendere and they are unable to pay the fine associated with the charge, they are referred to court. If the Judge authorizes a defendant to participate in the Community Service program, the fine associated with the charge is converted to work program hours while the defendant is still responsible for paying the AAs. Payment of the assessments is due prior to the completion of the work program. On rare occasions, the judge has waived the AAs.

Dayton JC - No. Collected as community service work or jail time.

Las Vegas JC - Yes. It is the policy of the court to collect Administrative Assessment and/or the Facility Assessment when credit time served or community service is imposed, unless the judge waives the AA due to indigency. The AA/FAA, or community service amounts are stated separately on the courts docket (case minutes).

Canal JC - Most of the time, defendant is ordered to still pay AA/FA.

Union JC - AA fees are not collected on jail time, community service, or stayed fines.

Reno JC - No, assessments are not collected on jail time or community service when the fine is converted to either one of these.

Sparks MC - Rarely. It has been the past practice of the judges of the court to allow extremely indigent defendants to work off fines and assessments with community service through the Sheriff's Work Program (SWAP). The defendant is credited with a reduction in fines and assessments in the amount of \$10 per hour of community service; community service is worked in eight - hour shifts; at least 24 hours of community services are required every 30-day period or failure to comply warrants are issued. The judges are willing to revisit this policy on a case-by-case basis wherein the fines may be reduced by community service but all state assessments would have to paid and forwarded to the state. Even under the current system of community service for fines and assessments, all DUI \$60 chemical fees and domestic violence \$35 fees are paid in cash and forwarded to the state unless the defendant is placed into custody for the maximum sentence imposed. It is our impression that other courts, likewise, authorize the reduction on state assessments and fines by community service. Perhaps the state, in addition to this court, should ascertain the status of any such policies and revisit them.

East Fork JC - Assessments are not collected on jail time nor on community service when the fine is converted. Judge occasionally allows a defendant to convert a fine to jail time; however, we do not have a community service program in place.

Lovelock MC - No – defendant is adjudicated to be indigent and unable to pay fine so fine is converted (very few).

Smith V. JC - No, unless the fine is converted after the first few payments have been made. By that time, the AA fee is already forwarded. If a fine is converted, it is because the defendant HAS NO MONEY.

Tecoma JC - No we do not.

Virginia City JC - No. Any fine and admin fees are converted @ \$75 per day to jail time.

Moapa JC - Assessments are collected on community service but no jail time. I would estimate less than ½% of all sentences are community service or jail time in lieu of fine.

Laughlin JC - Sometimes the judge assesses AA.

Pahrnagat V. JC - No. If the fine is converted to jail time for non-payment, it's very unlikely that the AA fee could ever be collected.

Mina JC - AA is paid first. We have only minor community service conversions. Less than 1%. AA is assessed on these hours and paid.

Wadsworth JC - Yes, AAs are “usually” not converted.

Beowawe JC - Yes. The court assesses the fees as if the fine were not converted.

Lake JC - Assessments are collected when fine is converted. The defendant is advised that the court can convert fines but not fees and will generally allow 30 days for payment in full.

Mason V. JC - Occasionally, but not often.

Beatty JC - Not usually on jail time. If a person is allowed to serve fine off per NRS 176.065 most of the time that includes the AA fees that they are serving off, but not always. Many times a person may have already paid the AA fees in partial payments before they came to court on a warrant, which is the majority of any type of conversions we have. Not usually on community service. The judge usually gives them the option of fine or community service. If they opt for community service there is no AA fee because there is no fine assessed. (NRS 176.087(1)(a), states, “In lieu of all or a part of any fine...”

Eureka JC - None assessed.

Fernley MC - Generally pay \$ for AA, jail, comm. service or fine.

Pahrump JC - Each case is analyzed individually. If a defendant is given jail time credit and the court determines he or she is totally indigent, the credit includes assessments. If they are capable of future payment, they are given a date certain to pay the assessments. Persons granted community service work off fines only. Assessments must be paid in cash, unless the court determines they are indigent. Usually, the assessments are paid.

Fallon MC - If the fine is converted to jail or community service, we will try to collect AAs, which is not possible.

Wells J/MC - When able to collect, all assessments are collected. Occasionally when unable to collect, allow time served or community service. Only allowed when no other way to monetarily collect for the assessments.

Henderson JC - The only time a partial payment is applied: When a defendant has previously paid a partial payment then gets credit time served or community service. The partial payment is then broken down accordingly, with AAs taken before fine.

8. **Does your court include AAs in setting bail amounts as required in NRS 176.059(3)?**

Summary:

Yes – 50

Las Vegas MC - The court does include AAs in setting bail amount as required in NRS 176.059(3).

Las Vegas JC - Yes. It is the policy of the court to show the AA/FAA in addition to the fine separately on the court's docket (case minutes).

East Fork JC - AAs are included in setting the court's bail amounts.

Jackpot JC - Yes. The defendant is told what their fines are, and their AAs and court facilities fees.

9. **How does your court handle AAs that are included with bail when bail is forfeited?**

Moapa V. JC - The computer takes it out.

Meadow V. JC - Broke down – AA is collected first.

Mesquite MC - AA is sent to the state.

Boulder MC - When bail is forfeited, the AAs are distributed to the State, City and County. If a defendant fails to appear at the arraignment date and full bail has been paid, the court will forfeit the bail and adjudicate the defendant guilty. If the defendant fails to appear at the arraignment date and full bail has not been paid, a bench warrant is ordered and issued.

Tahoe JC - AAs are included on traffic matters when bail is forfeited. Criminal matters are determined by what is ordered in Court. If "bail forfeited for FTA" is ordered, all funds are receipted to the county and no AA is taken. If "bail forfeited to pay the fine" is ordered, then the AA would be taken.

Incline JC - They are separated out and accounted for as per law to the County Treasurer.

Henderson MC - AAs are distributed to the City monthly. When bail and associated AAs are forfeited, the City disperses to the State.

Bunkerville JC - It is all remitted to County.

Las Vegas MC - When bail is forfeited and it includes AAs, the court converts the AAs to revenue and allocates applicable proportions to the State, City, and County.

Dayton JC - The computer automatically disburses AAs, court facility fees, and state/county fines.

Tonopah JC - AAs broken out and paid like on a fine.

Las Vegas JC - The bail forfeiture and AA amounts are shown separately.

Canal JC - They are applied as AA/FA.

Union JC - The AA fee is taken first.

Reno JC - Our court forfeits the entire bail amount including administrative assessments and court facility assessments. We do not break it down.

Sparks MC - The AAs are sent to the state, just as they are when a fine is imposed.

East Fork JC - On traffic citations, the fine and AA is receipted as written on the cite by the officer. On criminal cases, an AA is not collected only when bail is forfeited by the judge and the defendant has not appeared.

Boulder JC - Computer handles AA fees internally in computer.

Lovelock MC - The state gets their money from that bail.

Smith V. JC - They are disbursed in the same manner as if it was a fine.

Tecoma JC - Money is administered over to AA, Fac. Fee, late fee, and then bail.

Sparks JC - In criminal cases when bail is forfeited, the portion collected for AAs is not allocated to the AA fund. The entire amount goes either to the County or State as one sum. In citation matters, the AAs are allocated separately.

Virginia City JC - AAs are handled the same whether collected as a fine payment or bail forfeiture.

Searchlight JC - Done by LV Justice Court.

Moapa JC - Computer figures out.

Laughlin JC - It is done automatically by computer at end of month.

Pahrnagat JC - At the end of the month, a detailed report is sent to the treasurer who disburses the appropriate monies.

Mina JC - It is collected with bail and forfeited.

Lund JC - List separately – provide to treasurer in monthly report.

Jackpot JC - AAs are taken out first, then court facility fee and last are the fines.

Wadsworth JC - The same as all other AAs.

Beowawe JC - I'm a bit unclear re this question. However maybe this response will be helpful. If an officer makes an error in addition for the "total bail," this court adjusts the bail amount and leaves the original AA alone.

Lake JC - The bail is credited to the county general fund and each assessment is placed into the JP admin fund.

Carson City JMC - As an AA collected. The forfeited AA is counted as an assessment collected and is distributed using NRS 176.059(5) - (6) as a guideline.

Argenta JC - AAs are included in bail schedule and paid when forfeited.

Mason V. JC - The AA amount is receipted under the AA account and turned into county clerk.

New River JC - AA fees are broken out and sent on.

Austin JC - Sent to county as "admin fees" (see copy of October 2002 financial report to county attached).

Gerlach JC - Sent to county treasurer.

Beatty JC - When bail is forfeited, the AAs are assessed as broken out with the bail as in NRS 176.059(3). Therefore if bail on a citation/complain is \$600 + \$105 AA + \$10 FAA, then when the bail is forfeited the money is broken out as \$600 forfeit, \$105 AA, and \$10 FAA.

Verdi JC - It is collect all as one then at the end of the month it is broken down in the monthly transmittal.

Eureka JC - AAs are separated the same as when a fine.

Fernley MC - AAs first, fines remainder

North Las Vegas MC - The AAs are distributed into the AA accounts.

Reno MC - If bail is forfeited and AAs are included, AAs are accounted for in the same manner as if bail had been appropriated towards a sentenced case. The only difference would be the fine amounts are classified under event codes labeled "Post and Forfeit" then the appropriate AAs are assigned. These AAs are included in the total AAs collected in the month end report.

Pahrump JC - Except in traffic matters, if a case/violation is not adjudicated, the entire amount of bail is forfeited, as there is no provision in NRS 176.059 concerning bail forfeitures. In non-mandatory appearance traffic matters where a forfeiture is considered a conviction and a finding is so entered, the bail is distributed to (1) AA fee, (2) court facility assessment, (3) forfeiture.

Fallon MC - Report it to the city clerk, who sends the amount to the state.

Baker JC - All collected fees go through county treasurer's office.

Wells J/MC - Assessments and facility fees credited first, bail or fine credit next.

Henderson JC - Bail is posted, then all monies break down at month end, per charge, per statute.

10. If the defendant comes to the courthouse to pay their bail or fine, does your court have a procedure for reduced fines (other than the judge reducing the fine) that differs from the standard bail schedule? Has there been an increase in the number of people availing themselves of this process?

Summary:

No – 30 Yes/No – 10 Yes/Yes – 3

Comments:

Boulder MC - There is only one situation where bail may be reduced at the counter by the clerk and that is for a citation issued for expired registration. If the defendant appears at the counter with proof that the registration is now current, the clerk is authorized to accept a reduction in bail from \$90 to \$40. If the defendant chooses to pay the reduced bail in lieu of appearing in Court, the \$40 is entered into bail and then forfeited at the arraignment time. If the defendant chooses to make an appearance in Court, no bail is collected and an appearance is then required at the arraignment hearing. The amount of fine assessed is then left up to the Judge.

Tahoe JC - In criminal matters, all fine amounts are presented to the Judge during court. In traffic matters, a reduced fine can be accepted at the court counter after a written motion is presented by the District Attorney. The clerks have a standard procedure to follow regarding what they can accept and what must go before the judge.

Incline JC - Yes, if traffic school is elected we have been reducing bails, but this is being changed.

Henderson MC - No reductions other than insurance violations.

Las Vegas MC - The court's bail schedule does not directly relate to fines. The Judge is the only one in our court that can reduce fines. Our court does offer alternative sentencing based on our options program. We do have information indicating that revenue has increased since the options program was implemented; however, we do not have evidence that more people are availing themselves to the options program.

Dayton JC - Yes. See attached specific details regarding when and how much clerk can reduce offenses against registration, drivers license, and insurance.

Las Vegas JC - Yes. It is the policy of the court to permit a 50% reduction to the standard bail schedule when the defendant contacts the court to resolve their citation(s) prior to the 1st appearance date. No. There does not appear to have been an increase in the number of defendants receiving this benefit.

Canal JC - Only for certain offenses, i.e., POI/DL/registration. No real increase.

Union JC - No one can reduce the fine but the judge. Only about 2 come into court a week to get fine reduced.

Reno JC - The judges have authorized the citation clerks to reduce fines on certain violations (e.g., drivers license, registration and insurance violations with the exception of any suspended, revoked or fictitious ones). No.

East Fork JC - The court reduces bail or fines in certain instances only (mainly if proof of insurance, proof of a driver's license, proof of a handicapped parking placard, and proof of registration are presented). If there has been an increase of people using this process, the increase is slight.

Lovelock JC - No, just reduction by the judge.

Sparks JC - In citation matters some non-moving violations can be reduced by the clerk if required proof is submitted. There has been no noticeable increase in these types of cases. Clerks may reduce bail or fines without judicial order in criminal matters. Clerks may reduce warrant fees if the defendant appears in person – these have increased.

Moapa JC - If a defendant comes to court to pay a \$95 bail, we reduce to \$45 (total including assessment). That is the only amount we reduce without the judge. We do dismiss no insurance, driver's license, registration if defendant had when citation issued.

Tecoma JC - No. Very low percentage.

Laughlin JC - Yes (for early pay). Not much of an increase; it's about the same as it has been.

Jackpot JC - This court does not reduce fines. Only the judge can do this.

Beowawe JC - No – and it would be of little benefit as most of the defendants are not local residents.

Mason V. JC - The clerks do not have the authority to reduce bail or fine amounts. That procedure is only done by the judge.

Beatty JC - Yes. We believe there has been a slight increase.

Fernley MC - Only judge can reduce fines.

North Las Vegas MC - Yes, but only on specific violations. For example, on no proof of insurance and no vehicle operators license, where the individual submits proof of compliance. No, we have not had an increase in people availing themselves.

Fallon MC - Only judge may reduce fine if necessary. No one else. No increase.

Wells J/MC - No. If charged w/license, registration, insurance charge, and valid at time w/proof presented to court, statutes allow dismissal. If not valid at time but since cite has been obtained, may be reduced but not dismissed.

Henderson JC - Our court does not allow traffic school or fine reduction at the counter. Defendants must see a judge for anything other than registration or driver's license violations. These tickets are reduced with proper proof at the counter.

11. **Please explain your process for handling bench warrants and FTAs. For example, does your court collect a fee or assess AAs for bench warrants? For FTAs?**

Moapa V. JC - No – No.

Meadow V. JC - No. No.

Mesquite MC - We add a warrant fee to the warrants. AA is already included in the bail amount.

Boulder MC - Fail to appear bench warrants: When a defendant fails to appear at any scheduled hearing, a bench warrant is issued. Unless otherwise instructed by the Judge, bail on the bench warrant is set per the bail schedule. Incorporated into that bail figure are the appropriate AA and facility fees. An additional fee of \$100 is added to the bail amount and referred to as a Bench Warrant fee. No additional fees are assessed against a bench warrant fee. Failure to pay bench warrants: When a defendant fails to make a payment as ordered, a bench warrant is issued. The bail amount is determined by adding together the outstanding amount owed (which would include any AA or facility fees assessed if not already paid), a \$100 bench warrant fee and a collection fee. The amount of the collection fee is determined per the guidelines set forth in NRS 176.064-1. No additional fees are assessed against the bench warrant fee or the collection fee.

Tahoe JC - All money on bench warrants is forfeited to the county unless specified otherwise during Court. If the Judge orders “bail forfeited” then all money is receipted to the county and no AA is taken. If the Judge orders the “bail forfeited towards fine, AA, FTA amount, etc.” then funds are distributed accordingly and the AA is taken.

Incline JC - AAs are charged on original amount only.

Henderson MC - Court assesses AAs when a case goes to warrant/FTA. A case going to warrant is considered to be a new case.

Bunkerville MC - The AA fees are in the original fine then we add a \$100 warrant fee. I have no idea how County fishes them out once that is added. Our warrant fee and FTA fee is the same.

Las Vegas MC - We do not currently charge defendants with misdemeanor contempt under NRS 199.340. Our bench warrants are typically issued by the court for the arrest of a person who has disobeyed a court order. Accordingly, the court does not assess AAs nor do we collect a fee. In contrast, a failure to appear (FTA), as categorized by city ordinance 11.08.100, occurs when a person fails breaches his/her promise to appear before the court subsequent to a cite and release. The court assesses AAs on such FTAs.

Dayton JC - Bench warrant fees do not include AAs. FTAs have a new complaint filed. Therefore, AA is assessed then collected.

Tonopah JC - No. No.

Las Vegas JC - It is the policy of the court to impose a \$100 court cost on a citation when a bench warrant/FTA is issued. AA fees are not assessed against the warrant court cost.

Canal JC - We add an additional \$200 warrant fee and recently have added the AA/FA. We also have \$10 late fees, which will be increasing.

Union JC - FTA is \$100, no AA fee. Bench warrant on traffic over \$250 is \$100 and no AA fee.

Reno JC - Our court does not assess AAs on bench warrants. We do attach a warrant fee, but it is not always imposed or collected.

Sparks MC - When the judge orders a fine on a warrant, AA fees are included.

East Fork JC - The court collects a contempt of court fee for bench warrants and FTA warrants but does not assess an additional AA. For example, upon collection of monies, the fine an AA are broken down as originally cited with a \$250 contempt fee to the county.

Boulder JC - Bench warrants and FTAs are handled as the same. \$100 fee is added on to all bench warrants. This changes the amount of bail and the AA fees collected when all the fees are added together.

Lovelock JC - No AAs for bench warrants – AAs included in FTAs.

Smith V. JC - On forfeitable warrants, the court adds a \$200 contempt of court fine, plus a \$70 AA fee and \$10 facility fee to the amount. If paid, these are sent to the state as convictions with the assessments. AAs are collected for BOTH offenses.

Tecoma JC - Once the citation due date has passed, the clerk sends a FTA along with a \$25 late fee, ten days to respond back to the court. If no response, warrant of \$185 is sent out at the end of each month.

Sparks JC - Bench warrants issued for FTA for FTC are assessed warrant fees. Since approximately October 1, we began assessing AAs on the bench warrant fees. Warrant fees may be reduced by the clerk if the defendant appears voluntarily on the warrant and it is a first time warrant for failure to pay if they bring their account current.

Virginia City JC - Bench warrants are issued for those persons who FTA (fail to appear), FTP (fail to pay), and FTC (fail to comply). We add \$125 to the total for having to issue a warrant on FTA or FTP. "No bail" warrants are issued for FTC as in DUI programs or DV programs.

Searchlight JC - Yes, yes.

Moapa JC - If a ticket goes to warrant, a \$100 fee is added. I don't know if the computer figures the assessment on the bail then assessment on warrant fee or if a larger assessment is taken from total amount.

Laughlin JC - \$100 bench warrant fee is added to each bail by the computer.

Pahrnagat V. JC - If a citation goes to warrant/FTA an additional \$150 is added for court costs. No AA is assessed.

Mina JC - \$100 + \$60 for FTA (since 11/02, prior \$60 + \$35) and \$200 + \$70 for warrant.

Lund JC - If court date missed without bail sent to court, a letter is sent out as reminder and usually given 2 weeks to respond. Notice of intent for bench warrant sent if no reply, then bench warrant issued. \$200 bail set for bench warrant/FTA.

Jackpot JC - Yes, there is a \$200 fee for the warrant and \$70 AA fee. These warrants are CASH ONLY. The first amount taken out is the AA fees, then the court facility fee, and then the fine.

Wadsworth JC - We do not collect fees or AAs for warrants. AAs are assessed on FTAs.

Beowawe JC - Whenever the court issues a bench warrant for FTA or FTP, the court imposes a \$100 fine + \$60 AA + \$10 FF per charge.

Lake JC - FTA notices are mailed two weeks after the scheduled appearance data and a \$25 fee is assessed. Bench warrants are issued two weeks after FTA and a \$100 fee assessed.

Carson City JMC - The court assesses a \$100 fine for failing to appear and failure to comply with a court order. At this time, AAs are not added to the fine.

Argenta JC - Yes. Additional failure to appear/comply charge is added on – includes \$80 ad fee.

Mason V. JC - Only the original bail amount is assessed the AA. We do not add an AA to the warrant fee or late fee.

New River JC - For bench warrants and FTAs, a flat bail of usually \$100 is added with no AA fee added for contempt.

Austin JC - Yes. FTAs carry a fine of \$100, AA of \$60, county facility fee of \$10. In addition, LOIs include a \$25 "penalty" to cover court costs, which does not assess AAs or county fees.

Gerlach JC - \$300 fine for FTA with no AA imposed.

Beatty JC - Bench warrants: We have never treated the money added as a few. Prior to 10/30/02 we treated it as extra bail added to penalize them for failure to appear. We add \$200 at bench warrant and prior to 10/30 if the money was forfeited/fine the \$200 went to the same forfeit/fine without AAs broken out. The reason for this is we felt we couldn't assess the AAs unless there was actually a formal charge for failure to appear. Since 10/30/02 we have been filing a criminal complaint for failure to appear at the time we issue a bench warrant, with the permission of our district attorney. So on those cases that now have a criminal charge for failure to appear we will break out the AAs when they pay the fine or forfeit the bail. FTAs: We add bail when we issue an FTA letter. We now add \$25 beginning 10/30/02; we used to add \$10. If the \$ is paid and the bail is forfeited, the same theory applies, the \$ goes with the forfeiture.

Eureka JC - Yes. Bench warrants are \$100 + \$60 AA + \$10 court facility fee.

Fernley MC - No AAs on bench warrants \$100 fee; FTA contempt of court charge AAs assessed.

Verdi JC - No/No

North Las Vegas MC - Our court does not collect on bench warrants; however, FTAs are additional charges therefore, we collect AA fees on them.

Reno MC - a. No. b. No.

Pahrump JC - A collection fee is imposed on FTPs (fail to pay/appear) bench warrants. For traffic and misdemeanor citations/complaints involving straight FTAs, bench warrants are issued with bail set as shown on the citation, or bail schedule if there is a formal criminal complaint. If the defendant has not appeared, waived appearance and paid by mail, or otherwise satisfied the original charge and appearance within 30 days, a new complaint for failure to obey a citation (NRS 484.807) or fail to appear upon release without bail (NRS 199.335) is issued and a warrant of arrest with bail set at \$200.

Fallon MC - Bench warrants are on both with assessment fees attached to bail amount.

Baker JC - No on bench warrants; yes on FTAs.

Wells J/MC - No AA fee for bench warrant unless found in contempt at court hearing. FTA late fee of \$25 assessed, however, if not paid court does not pursue late fee.

Henderson JC - Additional 'contempt of court' fines for all of those who get warrants recalled. These fees are taken as bail or fine, depending on the defendant and circumstance. The same rules apply. When the contempt of court is added on, an additional charge is added to the defendant and fines and bails apply as normal.

12. **When the judge allows the fine and AA to be paid in installments, how and in what order does your court collect and distribute the AAs?**

Summary:

AAs are paid first – 27

AAs are paid first and in full - 9

Comments:

Boulder MC - To each fine imposed, AA and facility fees are assessed. Our system is set up to collect fines/fees in the following order: state assessment amount, city assessment amount, county assessment amount, facility fee, fine amount, payment set-up fee if any, collection fee if any, bench warrant fee if any, and any other fees that may have been imposed. Our system gives us a daily and monthly accounting of all fines/fees collected. The monthly accounting gives us a total amount collected in each category for that month. Disbursements are made monthly to the various agencies and city accounts.

Tahoe JC - AAs are always collected first. The only time they cannot be collected first is when the first installment due is not enough to satisfy the AA. In that case, we would deposit the first payment into bail payable. It would be held until the 2nd installment is received at which time that would also be deposited to bail payable. A check would then be cut for the entire AA amount and applied first. The remainder of the funds would then be disbursed.

Incline JC - We do not allow installment except in rare cases, and if so, the AA is broken out first.

Henderson MC - Payments are always applied first to time payment set-up fee and then AAs (County, City, State, Facilities Fund).

Bunkerville JC - We've never let them pay the AA in installments that I know of. On criminal cases, I do my best to collect AA fees first.

Las Vegas MC - Our case management system is a case base system. As a result, when an installment payment is received and the defendant has multiple cases, the payment is allocated to the case with the lowest balance. The funds are posted to the applicable case(s) as follows: AAs, CA, fees, and fines.

Las Vegas JC - Due to system limitations with the court's current financial processing application, the AA fees are only distributed per NRS 179.059 when the case/citation is closed. The AA amounts are distributed per statute.

Reno JC - We collect them in the following order: 1, AAs; 2, court facility assessment; 3, chemical analysis fee (for DUI); 4, partial payment plan fee; 5, fine. No partial amounts on administrative assessments. If multiple AAs, each one is collected in full. Our court distributes AAs in full, as they are collected.

Sparks MC - Payments are set up with the defendant and as the case is paid the AA fees are collected and distributed first.

East Fork JC - This court rarely allows payments, however, the AA is always collected and distributed first, assuming the defendant is paying enough the first time to cover the AA fee in full (i.e., a defendant pays \$200 toward a DUI fine; it is receipted \$105 to AA, \$60 to DUI lab fee and the balance to the county).

Tecoma JC - 1. All AAs are paid, 2. Fac. Fee, 3. Late Fee, 4. Bail amount.

Sparks JC - Court policy is to collect the full amount of AAs on the first installment. However, whenever this is not possible due to the defendant's financial situation, the Judge may allow them to pay the AAs in more than one installment. The amount paid must cover at least one full AA each time.

Virginia City JC - When a defendant has been set up on a payment plan, the first payment is the total AA fee if possible. If not possible, we list as a partial AA payment. Total AAs then collected all go to treasurer by the 5th of the next month to be forwarded to the state by our treasurer all payments are distributed first to AA, then fine.

Boulder JC - Done internally in computer.

Searchlight JC - Done by the LV Justice Court.

Moapa JC - Computer reports all payments when paid in full.

Laughlin JC - Done by the computer automatically.

Lund JC - Collect court assessment then admin fee then fine. Allow payments of up to 6 months. Minimum payment is \$20/month.

Jackpot JC - The AAs are paid first, prior to any other amounts being taken from the payment. At the end of each month (when the AAs are paid in full), the AAs are sent to the county treasurer for distribution.

Beowawe JC - The facility fee is collected first and then the AA.

Lake JC - Fines may be paid in installments (no longer than 3 months) with approval of the judge. AA may not be paid in installments. Defendant is instructed that one of the payments must be in an amount sufficient to pay AA in full.

Carson City JMC - When a defendant is allowed to make installment/partial payments, the court is in compliance with NRS 176.059(4) as administrative assessments are collected and distributed first.

Mason V. JC - The AA is taken from the first payment unless the amount paid is less than the AA. The defendant is advised AA must be paid in one payment.

Beatty JC - We have always instructed our clerks to apply the \$ first to the AA fee, then the FAA fee, then restitution, then other fees, then fines/etc. It seems from time to time that we would have to remind the clerks about this because it seemed convenient for them at times to pay the \$10 FAA first if they only had a certain amount of money received.

Verdi JC - All of the AAs are paid in full first. Then they can make payments on the fine.

Fallon MC - In accordance with the statute.

Wells J/MC - AA collected first and in full. Require AA paid in one installment. Bail/fines credited last.

Henderson JC - At this time, the AA fees are not 'pulled' until the fine is paid in full or the last payment is applied.

13. Do you submit partial AAs to your county/city treasurer? Why or why not?

Summary:

No – 20 Yes – 25

Comments:

Moapa V. JC - No. Always full or it goes to warrant. I cannot remember a time when there has only been a partial AA payment.

Meadow V. JC - Yes. Because we are supposed to.

Mesquite JC - No it gives a false accounting number.

Boulder City MC - Yes, we do submit partial AA fees to the State, City and County. As monies are collected, they are distributed to the various fines/fees that were imposed per the instructions given when the fine/fee was set up. Example: Fine of \$600 plus \$105 in AA fees (\$96 state/\$7 county/\$2 city) and \$10 in facility fee is imposed. Defendant is set up on a monthly payment plan. A \$25 set up fee is imposed. The full first \$50 monthly payment will go towards the state portion of the AA fee with \$50 being sent at the end of that month. I consider that a partial AA fee payment to the state. The next month when a \$50 payment is made, \$46 will be distributed to the State (now paying their portion of the AA fee in full) and \$4 will go to the city. And so on.

Tahoe JC - No, our system does not allow us to receipt partial AAs; therefore, we cannot submit partial AAs to our county.

Incline JC - No, accounting nightmare.

Henderson MC - Yes, AAs are disbursed as received daily. Please note the paper flow [attachments] in daily cash flow from court to city of AAs collected and disbursed and form showing monthly disbursement of AAs to State from City Treasurer.

Bunkerville JC - I don't know. It's done however our computer program is set up through county justice courts.

Las Vegas MC - The court submits partial AAs to the county/city treasurer as mandated by NRS 176.059 subsections 4 and 5.

Dayton JC - We try to collect AAs in full. There are times when this is not possible and partials are collected. First payment is counted as an AA – subsequent payments are partials.

Las Vegas JC - Yes. Partial payments are submitted to the County Treasurer at the end of the month. Required by NRS 179.059(4). However, due to system limitations, the partial payment is not distributed to the correct AA or fine/forfeiture categories until the case/citation is closed.

Canal JC - We don't have hardly any. If any more partials – if we do, then yes.

Union JC - Yes, if defendant is making monthly payments of \$50 and the AA fee is \$60, first payment is applied to AA and then \$10 of second payment is applied to AA.

Reno JC - No, we do not submit partial AAs to our county treasurer. We only collect them in full and submit the monies collected to the county treasurer in a timely manner.

Sparks MC - Yes, we send money we collect at the court to the city finance department every day.

East Fork JC - Partial AAs are not submitted to our county treasurer because our UCS software does not allow us to collect partial AAs. Each individual AA fee is programmed into the software and each must be receipted in full.

Lovelock MC - No – re: minimum accounting standards for courts.

Tecoma JC - Yes, because it is all submitted at end of each month.

Sparks JC - No. Our treasurer will not accept partial AAs.

Virginia City JC - Yes. When a defendant has been set up on a payment plan, the first payment is the total AA fee if possible. If not possible, we list as a partial AA payment. Total AAs then collected all go to treasurer by the 5th of the next month to be forwarded to the state by our treasurer all payments are distributed first to AA, then fine.

Searchlight JC - Handled by LV Justice Court.

Moapa JC - The computer reports when paid in full I think.

Laughlin JC - End of month report tells me what to pay – it's broken down in categories.

Pahranagat V. JC - Yes. The only money that remains with the court from month to month is bail.

Mina JC - All of this court's receipts are submitted to county treasurer for disbursement.

Lund JC - Yes, if payment option elected and payment does not cover entire admin assessment or fee.

Jackpot JC - No. Full payments of AAs are sent to county treasurer.

Beowawe JC - Yes. All monies collected must be and are reported monthly. This is a rare occurrence as the court usually requires payment of the fees first and in full per charge. In the past we may have erroneously counted partial payments each time they were paid.

Lake JC - No – too difficult to keep track of.

Carson City JMC - As NRS 176.059(4) allows, the debt recovery unit will occasionally submit partial AAs to our county treasurer. This occurs mostly with AAs in the amount of \$105 and only after the unit has made a diligent effort to collect the AA in full.

Argenta JC - Yes. If making monthly payments/partial payments made may not pay AA fee in full so payments are applied until AA fees are paid first in full; all partial AA fees are documented on monthly treasurer report.

Mason V. JC - No. We have always advised the defendants that AA must be made in total in one payment. Why? To make bookkeeping less confusing.

New River JC - Yes, all monies collected are deposited daily and transferred monthly whether they are partial or in full.

Austin JC - Yes. All money collected sent to treasurer monthly.

Gerlach JC - No – too much accounting – all or nothing.

Beatty JC - No. We do not and have never submitted partial AAs to the treasurer. We have the ADS system and the AA report has never come out correctly and it can't if all you are doing is counting the number of AAs. If you have a partial AA, it would depend on how much \$ was paid and then the \$ can be applied to the protocol in NRS 176.059(5). So we have always kept the \$ in bail until enough was there to pay an AA in full. We do a financial audit each month and at that time we count the # of AAs for the amount of \$ that is totaled by the case management system. Also, the ADS system does not read adjustments back to bail or negative receipts. So if you had a bad check for an AA the system does not read those in its report that it prepares. Therefore, the system we use is to hand count the # of AAs and only put the \$ in AA when one was paid in full. That was the only way we could get the reporting to reflect accurate amounts and figures. However, we set our payment schedules up so that the 1st payments made are full AA amounts. Therefore, we very seldom get payments that are smaller than a full AA amount.

Verdi JC - No, all of the AAs are collected in full.

Eureka JC - No. It is only fair to take our \$7 from the full AA.

Fernley MC - Yes. Court management system tracks allocation based on above hierarchy.

North Las Vegas MC - All AAs are submitted to the City Treasurer and they disseminate payments for the court.

Reno MC - Yes. If a defendant is placed on a payment plan and the first payment does not satisfy the entire AA fee, the remainder will be sent the following month.

Pahrump JC - Partial AA payments were not allowed when they were all \$10. When the sliding scale was adopted by the legislature, partial payments were accepted and held until full payment was received. Accounting for the partial payments was performed manually. With the advent of CourtView, partial payments are automatically distributed to the proper case in the proper order and paid over to the county treasurer monthly. Partial payments will no longer be an issue.

Baker JC - AAs paid first and in full.

Wells J/MC - No. AA required to be paid in full.

Henderson JC - The only instance that a partial payment on a traffic citation of \$25.00 or less and not other payments are made. The citation is then placed in bench warrant status. The defendant is arrested and given credit for time served. We then have a partial of \$25 or less with a closed case.

14. **The form for reporting AAs includes the number and amount of the assessments. What is your definition of the number of assessments?**

Moapa V. JC - The assessment if taken from each separate charge.

Meadow V. JC - See attached form letter from county treasurer requesting number of assessments.

Mesquite MC - Number of AAs paid that month.

Boulder MC - If we were to fill out that section of the form, our definition of “the number of assessments” would be the number of separate assessments collected in total. However, since we do not keep track of the number of assessments collected, we do not fill in that section of the form. Our system is set up so that it separates out by category the amounts of monies paid to the State, City, and County. Those monies are then forwarded to the various agencies monthly. Those amounts are recorded on the form.

Tahoe JC - The number of assessments is each individual assessment as collected and receipted through our system.

Incline JC - The number of base fines for which an assessment is added.

Henderson MC - The Assessment is an estimate of the number of cases processed during the reporting period.

Bunkerville JC - I don't know. It's done however our computer program is set up through county justice courts.

Las Vegas MC - The court's definition of the number of assessment is the number of transactions associated with AA postings on a case.

Dayton JC - Each charge where an assessment is collected is counted as one.

Tonopah JC - The number of AAs (per charge) on a case that is assessed/paid/forfeited in a month.

Las Vegas JC - The number of charges on which a fine/forfeiture was imposed and collected.

Canal JC - The full amount of each individual increment collected for each charge.

Union JC - Number of payments.

Reno JC - Our definition of the number of administrative assessments is the actual number of collected administrative assessments in the given time frame as stated on the report.

Sparks MC - One assessment per fine per count.

East Fork JC - The number of assessments is each individual assessment as collected and receipted using the UCS software.

Boulder JC - End of month report reflects total number of AAs collected and the amount collected.

Lovelock MC - Only the first time payment is received on a fine & fees is the AA counted.

Smith V. JC - Each fine imposed for any conviction must carry an appropriate AA, even if there are multiple convictions in the same case.

Tecoma JC - Every violation on citation has an AA. When counting each AA is counted.

Sparks JC - One AA is assessed for each charge in a case. For example, if the defendant is sentenced on 3 charges, with a fine for each charge, there will be one AA assessed on each charge for a total of 3 AAs.

Virginia City JC - An assessment is per each charge on the citation or complaint when setting bail. Our form breaks down further to assessment at \$15 and those over \$15.

Searchlight JC - Handled by LV Justice Court.

Moapa JC - The computer reports this. I have not seen the form. I remit a total amount to treasurer, who then sends to you. I would assume each assessment added to a fine is counted as one.

Pahranagat JC - Includes partial and full payment of assessments on individual violations.

Mina JC - These forms have not been provided our office by the county since fall of 2001.

Lund JC - Usually one per charge.

Jackpot JC - The assessments are broken down into two columns – one for \$15 amounts and the other for over \$15. These figures are broken down at the end of the month as follow: county admin fee (total number of AAs x \$7), juvenile admin fee (total number of AAs x \$2), State admin fee (total number of AAs, minus the county and juvenile admin fees).

Wadsworth JC - How many assessments there are.

Beowawe JC - An administrative assessment is that fee which is imposed per misdemeanor charge. The amount depends upon the bail/fine amount.

Lake JC - Each AA collected is considered “one.”

Carson City JMC - The form that we use states, “From each administrative assessment collected by the courts of this jurisdiction, the following distribution has been made...” Therefore, the court reports the assessments that have been collected and not the total amount of AAs imposed with fines.

Argenta JC - AAs are counted and collected on each and every charge.

Mason V. JC - My definition of number of assessments is the amount of AAs assessed to each misdemeanor charge (i.e., three violations on one citation counts three assessments).

New River JC - An assessment is charged for each violation (except contempt). The number of assessments is equal to the number of violations for which a bail is forfeited or a fine is levied.

Austin JC - One AA per violation.

Gerlach - Per violation.

Beatty JC - I will be honest with you. I have never seen that form. I am attaching a copy of the monthly report that we submit to our treasurer. The statute provides in NRS 176.059 (6) that, “The money collected for administrative assessments in justices’ courts must be paid the clerk of the court to the county treasurer on or before the fifth day of each month for the preceding month. The county treasurer shall distribute, on or before the 15th day of the month, the money received in the following amounts for each assessment received.” When this statute was first added we got with our county treasurer and they advised us to submit the # of AAs. When the statute changes, we got with them and were advised to report to them the # of \$10 AAs and the # of other AAs, which is what we have done all of this time. However, the last few years I have been checking the amount that the county treasurer splits out to the juvenile, justice court, and state general fund and they are accurate. They also just lump the \$10 AAs with the other AAs in the figure they use to determine the amounts sent. To me the definition of the number of assessments is just that. Each administrative assessment is counted. So if you have 1 charge on a case that is 1 assessment. If you have 3 charges on a case you should have 3 assessments fees or assessments, etc.

Verdi JC - Normally all AAs are paid in full so that they are only reported one time. But in the very few cases when someone is making payments on AAs it may be reported two times.

Eureka JC - Each court has a bail amount & assessment – each court are counted separately.

Fernley MC - Each charge contains one assessment.

Reno MC - The assessment charged on each violation that results in conviction.

Pahrump JC - Every AA fee collected was counted manually (ADS system did not distinguish the number if more than one AA fee was paid at the same time). With CourtView, no count is provided; only the total collected for each AA fee is provided.

Fallon MC - See cash report to city clerk. Each charge on complaint has assessment amount attached to each court.

Baker JC - See attached form with which I submit all fees.

Wells J/MC - 1 charge/1 assessment levied, 2 charges/2 assessments, etc.

Henderson JC - Based on the number of fines/bails collected. For each fine/bail there is an AA.

15. **Please attach a copy of your current fine and bail schedule when returning this questionnaire. Please return to Ron Titus, Administrative Office of the Courts, 201 South Carson Street, Suite 250, Carson City, NV 89701 by December 6, 2002.**

Boulder MC - We do not have a fine schedule. Fines are determined on a case-by-case basis by the Judge. Fines are, however, usually less than what the bail amount is. We do have a bail schedule and it is attached.

Virginia City JC - Bail schedule is attached; I don't have a fine schedule.

Wadsworth JC - Attached is the bail schedule. There is not a fine schedule.

Mason V. JC - We don't have a fine schedule. It is totally left up to the judge's discretion.

16. **ANSWERS TO QUESTIONS ON CHARTS OR COMMENTS IN LETTERS ACCOMPANYING RESPONSES.**

Las Vegas MC - An adjustment was made due to the inaccuracy of the court's generated computer reports, accumulated journal entry errors from prior years and a correction to June 1999 payment. Since the correction, the revenue trend is consistent with that of the charges. No, we do not know why the increases in charges do not have corresponding increases in revenue. Charges filed are not directly related to revenue received in the same month. As a result, we suspect that the charges do not have a corresponding increase in revenue because of the timing difference of when charges are filed and when payments are received.

Union JC - 9/11 didn't help the economy here. Traffic was light. The NHP, Sheriff and Police Dept were all short men and the holidays after 9/11 were very slow. No one was traveling.

East Fork JC - The number of individual charges dismissed by the District Attorney fluctuates each and every month. The files being closed varies each and every month. There are various reasons for this including staffing levels and workload levels during any given month. There is also a delay in time when a defendant is levied a fine and an AA and the time the defendant actually pays it. Variation in number of AAs collected and amount of revenue collected is dependent on the number of \$15 or \$30 or higher AAs being collected each month.

Moapa JC - Not sure – defendant charged count was the number entered in computer. Court dates are approximately 30 days after date issued. Some people pay before the court data, some people pay after. Some months were added together when submitted. February should have March amount; March should be \$7,348.

Laughlin JC - Questions need to be directed to the county. They take care of all this for the urban courts! We are the unincorporated area of county.

Pahrnagat V. JC - There are times when we may only have 1 NHP officer working the entire county and 1 Sheriff's deputy working. Vacations and transfers sometimes leave us without any law enforcement except those that are on call. We currently have 1 NHP vacancy with one officer serving in an administrative capacity. Citations and arrests fluctuate depending on the time of year and out of area commitments. Also some officers are more aggressive in their citation writing than others.

Jackpot JC - The reason our revenue is down is that we only have two NHP troopers working this area. Often the neighboring area is short of troopers (vacations, schools, sick, etc.) so one of our troopers has to cover that area, leaving our area shorthanded. The county sheriff's department has six deputies working our area. However, it is our understanding that they have been instructed that they are not traffic officers and therefore, not to write citations unless absolutely necessary.

Wadsworth JC - I can only speak for the area around my jurisdiction, but if there is a shortage of AA revenue, the cause would be the lack of NHP officers. For the last year, NHP in our area has been staffed at between 50 and 66 percent of normal.

Beatty JC - What we have noticed that we are gravely affected by is that we have been cut from 2 NHP troopers to 1 since late 2001. Also, the trooper that works the Indian Springs area very seldom work the highway from Indian Springs to Lathrop Wells like they used to, especially during the winter months. They spend the majority of their time on Mt. Charleston and Lee Canyon areas. We very seldom see a NHP trooper from Las Vegas to Lathrop Wells. The county sheriff's dept has also not filled positions that have come open. We currently have 2 unfilled positions and there is another officer getting ready to transfer, which will make it 3 unfilled positions. Also when new deputies or NHP troopers are being trained our figures go down because the NHP officer that is normally writing tickets is spending his/her time training the new trooper. The new trooper doesn't write any tickets per se into court until they are trained in radar. Therefore, for approximately 6 months the ticket ratio is down drastically. If you look at our statistical figures form late 2001 through 2002 you can see the drop in total AA funds, which also reflects in our monthly reports to the treasurer. We feel that this is the major reason for our drop in AA funds as well as other funds.

Wells J/MC - City contracted with county sheriff's department, therefore, traffic written into Municipal Court was definitely reduced. NHP has several trooper positions in the township that have not been filled. We will be losing another trooper in the near future. With the loss of troopers and the positions not being filled, there is an obvious decline in traffic and other misdemeanors filed in both of the courts. In previous years, NHP has received grants for special enforcement, i.e., seat belt, DUI, etc. Without the officers to enforce – the citations/complaints are not issued. Pursuant to collection of fines/assessments, I feel all issuing/arresting agencies need to be advised how vital the social security numbers, current addresses and phone numbers are to the court.