

MARIN COUNTY SHERIFF'S DEPARTMENT
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER ONE – ACCOUNTING
CIV – 01- 06
PAGE 1 OF 2

DATE
08/02/00

CHECKS, DISBURSEMENT OF, IN CIVIL SYSTEM

POLICY

All monies received under execution shall be disbursed according to the following procedure.

PROCEDURE

In the print room, load the printer with 8 ½ x 11 paper pursuant to CIV 03 – 05 (Civil System, Printing/Sorting), paragraph 2, under Procedure.

At the accounting table at the back of the room, locate the group of white receipts indicating “PVQs due” with the current date (see Example 1) and the small notebook labeled “PVQ Journal – Warrant Numbers.”

Put the white receipts in file number order (see file number on Example 1) and pull the corresponding civil files from the active (blue label) civil file drawers against the back wall.

Log on to the Civil System (see Civil System, Logging On – CIV 03-03). After selecting “Go to Work,” select “\$Acctng.” Select “FileNo” and enter the appropriate civil file number in the space provided. Note: if the first two digits of the file number are zeroes, it is a 2000 case and you may tab to the second number block and enter the file number shown. If it is an older case, you must change the two zeroes in the first number block, i.e. “99”, “95,” etc. Tab through the last number block. **COMPARE FILE NUMBER, CASE NAME IN FILE AND ON RECEIPT TO BE ABSOLUTELY SURE YOU ARE WORKING ON THE RIGHT FILE.**

Select “Note.” Read the notes shown to make sure there is nothing that would prevent you from disbursing the money, such as a bankruptcy, termination, etc. If there is any question, see the Civil Legal Process Supervisor. If there is nothing to stop disbursement, select “Quit.”

Select “Post\$\$.” Make sure the judgment is not overpaid. An overpayment is indicated by a minus sign in the “balance due” amount on this screen. If there is an overpayment, give the file to the Civil Legal Process Supervisor. If an overpayment is not indicated, select “Quit.”

Select “Inquire.” If the bottom left corner of the screen indicates that there is more than one page of accounting, select “FinalPage.” Check the balance on the screen, making sure that the amount you are going to disburse is shown (NOTE: there may be more money as additional checks may have been received – you will be disbursing only the amount indicated by the receipt you are working with). Select “Quit.”

Select “Disburse.”

Select “1-LPT.” (If doing several disbursements in succession, you will only have to do this the first time.)

Enter the Warrant Number (which is the number shown in the PVQ Journal) where indicated and press “Enter.” Write the Warrant Number on the receipt.

Select "Payment." Cursor automatically goes to "Exec/Attach." Enter the amount to be disbursed (which will be \$5.00 less than the receipt amount). The cursor will move to "Disbursement Charge" and automatically enter \$5.00. Press "Tab."

Be sure that the mailing address for the payee is correct. Check the file for any changes. If not correct, select "Chg-Addr?" and "Edit" to make necessary changes. Select "NewSendTo." Select "Yes-Update."

If the address is correct, select "Addr-OK?" and then "Warrant."

If you do several warrants in succession, the system will automatically increase the Warrant Number for each warrant. If you interrupt this task with another civil function and then return to disbursement, you will have to enter the next number manually.

When you have completed all warrants, cross out the last number in the PVQ Journal and enter the next number to be used.

Retrieve the printed warrants from the print room (if using three part NCR paper, throw away the yellow and pink copies). Be sure that you have print outs to match all disbursements. Paper clip the receipts to the printed warrant sheets. File the files back in the active civil file drawers. Proceed to CIV 01-07 – Checks, Disbursement of, in MARS System.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of:

Timothy J. Little
Captain