

CARBONDALE MUNICIPAL COURT

DATE: July 09, 2025

SUBJECT: **Policy for Collection of Fines and Fees**

Purpose:

To establish a consistent procedure for collecting court-imposed fines, fees, and costs from defendants who have entered a plea of guilty or no contest, and to outline the process for referring delinquent accounts to a contracted collection agency.

Policy:

1. Authority:

This policy is issued in accordance with K.S.A. 12-4112 and K.S.A. 12-4510, which require the Court to make reasonable efforts to collect unpaid fines and costs and permit the use of collection agencies for enforcement.

2. Initial Collection Efforts:

The Carbondale Municipal Court shall make up to three (3) documented attempts to collect payment from defendants who have entered a plea of guilty or no contest and have an outstanding balance due. Collection attempts shall be made by mail to the defendant's last known address on record.

3. Alternative Arrangements:

Defendants are responsible for making timely payments as ordered by the court. Defendants who are unable to pay in full must contact the Court Clerk's Office to make alternative payment arrangements before the account is referred to collections.

4. Referral to Collections:

If a defendant fails to remit payment in full or fails to make other approved arrangements with the Court, the account shall be referred to the Court's contracted collection agency. Once an account is referred, the collection agency shall assess its own collection fees in addition to the outstanding court fines and costs.

5. Payment through Collection Agency:

After an account has been sent to collections, all payments must be made directly to the collection agency as instructed. Defendants shall be responsible for paying all fines, fees, and any additional costs assessed by the collection agency.

6. No Court Modification:

After referral to collections, the Court shall not adjust, reduce, or waive any portion of the amount owed, including any collection agency fees.

Effective Date: This policy is effective immediately and shall remain in force until amended or rescinded in writing.