







DOS Criminal Cost Suspensions

*Cr ter a for suspension of non payment of
criminal cost*

- *Violation date must be 7/02/2011 or later.*
- *365 days from date of disposition*
- *Now requires a Payment Plan to process.*
- *Payment Agreement in which no payment has been made in the last 90 days*
- *New field added to payment agreement for Suspension Date - DOS CC (only required for DOS CC). This date must be 1 year from the end of the sentence. This field is in addition to the Next Due Date field that sets the due date for your internal office use.*
- *Please keep in mind this is only for criminal charges and no charges such as DUI, Driving on Suspended, etc. that are reported on the traffic files are included in this process.*
- *Must have Drivers License number, Social Security number, Date of Birth or mailing address listed for the defendant. If there are none of these, it will be kicked out of reporting. **Only one is required.***

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- *Defendants can have multiple cases eligible for Suspensions/Withdrawals.*
 - *Each office should decide how they need to handle these.*
 - *They can require a payment be made on all cases or set up a current payment agreement on the oldest case and set a payment agreements on additional cases with future year dates.*
 - *When one is paid off, start working on the next one. You may add the case numbers in the “Clerk’s Eyes Only” comment field on the case currently being paid on.*
 - *These comments (Clerk’s Eyes Only) will show on the receipting screen so you will know when paid in full to modify the payment due dates on the next case so it will be picked up.*
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- *No traffic offenses will be reported, they should have already been report on regular DOS interface for Failure to Pay or revocable offenses.*
- *Probation Violations will be reported. There should be payment agreement set up for these. TnCIS looks at the disposition of the PV for suspension dates. So you may see older cases prior to 7-2-2011. The probation fees and disposition date will trigger this.*

If partial payments are being made and a payment agreement is set up, the license will not be suspended if ANY amount has been paid in the last 90 days. System doesn't look at whether they are paying weekly, bi-weekly, monthly-just that an amount has been paid in the last 90 days.

- If there are no payments made in 90 days, another suspension will be reported. Amount owed must exceed the Minimum Cost Liability field when you created the batch.*
- Any record you do not want to report; you may still use the Override Suspension checkbox on the DOS CC tab under the selected case defendant to exclude a defendant from the file. If you use override this will remain in effect for all future files, unless you manually remove.*
- **Please remember to review your file results before sending to make sure you are sending the records you want to include in the suspension file.***

- *Once FTP for Criminal Cost are reported to DOS, they will send the defendant a notice to make good with the court by setting up a payment plan or paying in full.*
- ***If receipt or documentation is not received by DOS prior to 30 day period, no suspension will take place. If not received by the 30 day window defendant will be suspended and may apply for restricted license***
- *There is \$65.00 Reinstatement Fee that has to be paid by the defendant to DOS to get their license reinstated. This is per disposition sent. If multiple cases are sent this reinstatement applies for each case sent in for suspension.*

- *A standard criminal cost withdrawal can be given to the defendant for use at DMV. This can be printed from Print Reports – DOS Withdrawal Request. You will have two choices, one for criminal and one for traffic.*
- *If you check the Paid in Full checkbox **PAID IN FULL** will be printed across the bottom of the withdrawal. If you leave the Paid in Full checkbox unchecked, **PAYMENT PLAN ESTABLISHED** will print across the bottom.*
- *You should also run the Withdrawal Process in DOS CC interface so electronic file can be submitted to DOS.*