



1

Fees

<https://www.in.gov/sboa/political-subdivisions/counties/clerks-of-the-circuit-courts/>

FILING FEES BY CASE TYPE COLLECTED BY THE CLERK (JULY 1, 2019)			
<u>CRIMINAL CASES</u>			
15	Court Costs	IC 33-37-4-1	\$120.00
38	Marijuana Eradication Program Fee	IC 33-37-5-7	*
5	Alcohol and Drug Services Program Fee	IC 33-37-5-8(b)	*
37	Law Enforcement Continuing Education Fee	IC 33-37-5-8(c)	4.00
23	Drug Abuse, Prosecution, Interdiction, and Correction F	IC 33-37-5-9	*
4	Alcohol and Drug Countermeasures Fee	IC 33-37-5-10	*
9	Child Abuse Prevention Fee	IC 33-37-5-12	*
22	Domestic Violence Prevention and Treatment Fee	IC 33-37-5-13	*
26	Highway Worksite Zone Fee	IC 33-37-5-14	(1)
17	Deferred Prosecution Fee	IC 33-37-5-17	(2)
47	Safe School Fee	IC 33-37-5-18	*
33	Jury Fee	IC 33-37-5-19	2.00
21	Document Storage Fee	IC 33-37-5-20	5.00 (4)
7	Automated Record Keeping Fee	IC 33-37-5-21	20.00 (5)
34	Late Payment Fee	IC 33-37-5-22	*(6)
48	Sexual Assault Victims Assistance Fee	IC 33-37-5-23	*
46	Public Defense Administration Fee	IC 33-37-5-21.2	5.00
31	Judicial Insurance Adjustment Fee	IC 33-37-5-25	1.00
32	Judicial Salaries Fee	IC 33-37-5-26	20.00
18	DNA Sample Processing Fee	IC 33-37-5-26.2	3.00
14	Court Administration Fee	IC 33-37-5-27	5.00
Total Criminal Filing Fee			\$185.00
54	Sheriff's Service of Process Fee	IC 33-37-5-15	28.00 (3)
Total Criminal Filing Fees (with service of process fee)			\$ 213.00

CLERK OF THE CIRCUIT COURT DISTRIBUTION OF COURT COSTS AND FEES July 1, 2019					
Fee Collected	Percentage to Counties	Percentage to State	Percentage to Cities and Towns	Indiana Code Reference	
1	Administrative Fee - Bonds	100% (1)		33-37-7-2	
2	Administrative Fee - Overpayments	100% (2)		33-37-12-3	
3	Alcohol Abuse Deterrent Program Fee and Medical	100% (13)		33-37-5-11	
4	Alcohol and Drug Countermeasures Fee	75% (4)	25% (12b)	33-37-7-2	
5	Alcohol and Drug Services Program Fee	100% (8)		33-37-8-6	
6	Alternative Dispute Resolution Fee	100% (24)		33-23-6-1	
7	Automated Record Keeping Fee		100% (12a)	33-37-7-2	
8	Automated Record Keeping - Deferral/Diversion Fee		100% (26)	33-37-7-2	
9	Child Abuse Prevention Fee		100% (12c)	33-37-7-2	
10	Child Restraint System Violation Fine		100% (28)	9-19-11	
11	Civil Service Fee	100% (1)		33-37-7-2	
12	Civil Gamemaster Service Fee	100% (1)		33-37-7-2	
13	Copies Other Than Court Records	100% (1)		33-37-7-2	
14	Court Administration Fee		100% (21)	33-37-7-2	
15	Court Costs	27% (1)	70% (11)	3% (15)	33-37-7
16	Deferred Program Fee	100% (3)			33-37-8-5
17	Deferred Prosecution Fee	27% (1)	70% (11)	3% (15)	33-37-7
18	DNA Sample Processing Fee		100% (20)		33-37-7-2
19	Document Fee under IC 33-37-5-1	100% (2)			33-37-5-2
20	Document Fee -certificate/real estate lien transcript	100% (1)			33-37-7-12
21	Document Storage Fee	100% (2)			33-37-5-2
22	Domestic Violence Prevention and Treatment Fee		100% (12d)		33-37-7-2
23	Drug Abuse, Prosecution, Interdiction, and Correction	75% (4)	25% (12a)		33-37-7-2
24	Drug Court Fee	100% (3)			33-37-8-6
25	Fines and Forfeitures (including forfeited bail bonds)		100% (6)		20-48-3-18
26	Highway Work Zone Fee		100% (12e)		33-37-7-2
27	Highway Work Zone Judgments		100% (23)		9-21-8-11
28	Informal Adjustment Program Fee	100% (3)			33-37-8-5
29	Infraction Judgments		100% (5)		34-28-5-6(c)
30	Interest on Investments (Unless on a Judgment)	100% (1)			33-37-7-12
31	Judicial Insurance Adjustment Fee	100% (18)			33-37-7-2
32	Judicial Salaries Fee	100% (19)			33-37-7-2
33	Jury Fee	100% (3)			33-37-8-5



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2

Types of Payments Received

- **IC 36-1-8-11(c)**
 - (1) Cash.
 - (2) Check.
 - (3) Bank draft.
 - (4) Money order.
 - (5) Bank card or credit card.
 - (6) Electronic funds transfer.
 - (7) Any other financial instrument authorized by the fiscal body.



- **IC 36-1-8-11(d)**

If there is a charge to the political subdivision or municipally owned utility for the use of a financial instrument, the political subdivision or municipally owned utility may collect a sum equal to the amount of the charge from the person who uses the financial instrument.



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3

Collecting Payments

- Receipts are to be issued and recorded at the time of the transaction
- Collections are received in the mail and from individuals
- Receipts should be issued for ALL collections
- An approved OR a prescribed receipt is to be used
- Proper internal controls should be in place for handling collections
- Employees handling collections should be properly bonded. (collect over \$5,000)



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4

Receipting Process

1. Take the Report of Collections to the Auditor
 - Auditor prepares an Application to Pay that shows the date, funds credited, amount, & source
2. Take the Application to Pay along with the check to the Treasurers office.
 - Treasurer counts money and issues a Receipt
3. Take the Receipt to the Auditors office
 - Auditor will issue a Quietus



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7

Receipting Process *Continued...*

- The auditor has information to post the funds ledger and proof that the money is in the custody of the Treasurer.
- The Treasurer has the information needed to post their copy of the funds ledger based on the amount of the quietus.
- The person paying has information on the amount posted to the funds ledger and a receipt to show the transfer of the funds to the Treasurer.



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8

Fund Accounting

- A fund is defined as a separate accounting entity, established from various sources, that is self balancing reporting the current cash balance as well as receipts and disbursements for the calendar year.
- All funds require appropriation before disbursements can be made, unless there is specific statutory authority to spend without appropriation.



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9

Clerks Record of Perpetuation Fund

IC 33-37-5-2Clerk's record perpetuation fund

Sec. 2. (a) Each clerk shall establish a clerk's record perpetuation fund. The clerk shall deposit all the following in the fund:

- (1) Revenue received by the clerk for transmitting documents by facsimile machine to a person under IC 5-14-3.
 - (2) Document storage fees required under section 20 of this chapter.
 - (3) The late payment fees imposed under section 22 of this chapter that are authorized for deposit in the clerk's record perpetuation fund under IC 33-37-7-2.
 - (4) The fees required under IC 29-1-7-3.1 for deposit of a will.
 - (5) Fees for preparing a transcript or copy of any record under section 1 of this chapter.
- (b) The clerk may use any money in the fund for the following purposes:
- (1) The preservation of records.
 - (2) The improvement of record keeping systems and equipment.
 - (3) Case management system.



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10

Claims

VOUCHER NO. _____	WARRANT NO. _____	
ALLOWED _____ 19__		
IN THE SUM OF \$ _____		
Board of County Commissioners		
ON ACCOUNT OF APPROPRIATION FOR _____		
COST DISTRIBUTION LEDGER CLASSIFICATION IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND		
Acct. No.	Account Title	Amount

Prescribed by State Board of Accounts		ACCOUNTS PAYABLE VOUCHER		County Form No. 17 (Rev. 1/98)
_____ COUNTY, INDIANA				
An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.				
Payee			Purchase Order No. _____	
_____			Terms _____	
_____			Date Due _____	

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount	
Total				
I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except: _____				
19__			Signature _____	
			Title _____	
I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-2.				
19__			County Auditor	



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11

Claims Continued...

- Where do you get County Form 17 (Claim Form)?
 - The County Auditor acquires the form from the local print vendor.



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12

Claims *Continued...*

- What is the Auditor looking for when auditing the claim?
 1. Claim must be itemized and supported
 2. Prices charged are in accordance with contracts awarded, where applicable
 3. Quantity and unit price added to agree to total on invoice
 4. Claim must be approved by officer receiving the goods or services
 5. Sufficient funds and appropriations are available
 6. Claim has not been previously paid



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13

Claims *Continued...*

- Additional Information needed:
 - Fund Number
 - Account Number
 - Any applicable determination made



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14

Contact Us

- Call Us

Lori Rogers & Ricci Hofherr
at (317) 232-2512

- Email Us

Counties@sboa.in.gov



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15

Claims *Continued...*

- Just a reminder that timeliness is very important when submitting claims



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16