

## FINE REFUNDS

### I. PURPOSE

The following guideline establishes a systematic method for the timely and orderly refund of fines paid to the City through District Court action and subsequently ordered refunded by a superseding court.

### II. RESPONSIBILITY:

- A. The Little Rock District Court Division(s) assumes responsibility for the authorization of refunds based on validity verification and for timely notification to the Finance Department of the need to issue a refund check.
- B. The Finance Department is responsible for the timely preparation and mailing of refund checks as authorized by the Little Rock District Court Division(s).

### III. POLICY:

Refunds of fines paid to the City of Little Rock will be process upon receipt by the District Court Division Clerk's Office of a valid court order directing the refund. The amount refunded will be limited to the fine, bond and costs actually levied by the Little Rock District Court, but excluding Circuit Court filing fees.

### IV. PROCEDURE:

- A. Court orders directing fine refunds will be presented to the Little Rock District Court Clerk's Office during normal working hours by the party named in the order or by his or her attorney.
- B. The Little Rock District Court Clerk's Office will verify the correctness of the amount ordered refunded and other information contained in the court order. Upon determination of the correctness of the refund order and amount, a copy of the Order of Refund will be routed to the Finance Department Violations Office. The Finance Department Violations Office will prepare a Request for Fine Refund Form (see attached sample form) that is to be signed by the Treasury Services Manager. A completed

Request for Fine Refund Form will be routed to the Finance Department Accounts Payable Division accompanied by a copy of the court order.

- C. The Accounts Payable Division, upon receipt of a Request for Fine Refund Form and a court order from the Little Rock District Court, will prepare a refund check in the amount authorized. Under normal circumstances, the refund check will be prepared and mailed no later than two (2) weeks following the receipt of the form.

Approved:



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Bruce T. Moore  
City Manager