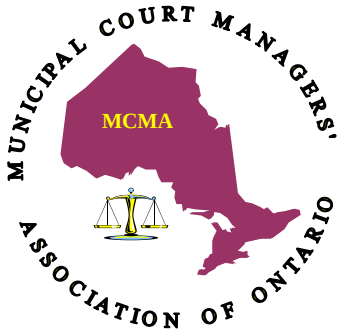




MCMA – POA Collections Committee Best Practices – **DFCC Reject Reports**

Page 1 of 3

BACKGROUND:

DFCC sends rejection reports to the POA Courts for licence suspension and plate denials a few times a year. (Approximately 3 times)

The purpose of the DFCC rejection reports is to advise the Court if a driver's licence or licence plate is not suspended or denied properly. ICON will show SS or PI but the fine is not truly suspended or at plate denial.

DEFINITIONS & ACRONYMS:

ARIS – Authorized Requester Information Services

ICON – Integrated Court Offences Network

SS – Licence Suspended

PI – Plate Denial

PROCEDURE:

Reasons for rejections are:

- No fine amount owing (costs only owing)
- No Fixed Address
- Wrong Licence Number
- Wrong Plate Number
- Defendant is Deceased

DFCC sends a stack of screen prints from the DFCC system. A sheet is sent for each count that is affected, so a Part III information may have several sheets of rejects. They usually hand write on the sheet the reason for rejection. Sometimes they circle if there is no fine amount owing or the address is NFA (no fixed address) or attach a police record showing deceased, etc. Often the licence or plate number was keyed wrong into ICON and can be easily corrected.

WHAT TO DO:

- Search ICON to see if the fine is paid;
- If paid, make a note in your collections database about the rejection report;
- If not paid search ICON or your collections database or review original ticket to find the correct licence or plate number, or look at other tickets for the defendant;
- If there is a new/different licence or plate number search it in ARIS and/or DFCC to see if the licence/plate number is correct (note you cannot search a plate in ARIS);
- If you confirm the licence or plate number is incorrect, change it in ICON and your collections database & make a note indicating the new licence/plate number;

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- Day 1: Blank out the “ss” or “pi” in the ICON on the IOENR “999999” in the date field at the bottom of the screen;
- Day 2: Reinstate SI or PR in the ICON IOENR “888888” in the date field at the bottom of the screen; ensure that you already changed the plate/licence number in ICON;
- Day 3: Check ILODX in ICON to see if all updated counts show SS or PI with the date you reinstated the enforcement code (day 2’s date);
- Make notes in your collections database about the DFCC reject and indicate if you were able to fix it and re-suspend or put back to plate denial;
- You may choose to attach the DFCC reject to the original ticket or scan it into your collections database if your municipality requires you to do so;
- If you cannot locate a new/correct licence or plate number, you should make notes in your database indicating that and/or blank out the licence number & SS code in ICON and change it to a DF.

NOTE: PI cannot change to DF so there is nothing you can do other than make notes to indicate it’s not truly at plate denial.

ICON - myEXTRA! Enterprise

File Edit View Tools Session Options Help

DFICS JUL 18/14 14:36 DEFAULTED FINES CONTROL CENTRE TATGA839
CASE INFORMATION MORE

OLD LICENCE NUMBER: L4694 55716 NAME: LI-----
NEW LICENCE NUMBER: GIVENAME: SHIRLEY INIT: J
PLATE NUMBER: ADDRESS: 284 CLYDE RD #305
DATE OF BIRTH: 35/07/16 SEX: F CAMBRIDGE
NO OF CASES PD: 5 LS: 5 ONTARIO N1R 1L1
TOTAL NO OF CASES: 5 SUSPENSION NO.: 0068250
AMOUNT OUTSTANDING: 2180.00 DATE DUE:
STATEMENT AMOUNT: DATE STATEMENT:
TOTAL CRT PAYMENT: DATE MAINTAINED:
TOTAL MTO PAYMENT: DATE MTO CHECK:
LS - MTO CONFIRMED CASE: 4460 999 13 1 001 OFFENCE CODE: HTA 53
FINE AMOUNT: 610.00 OFFENCE DATE: 12/12/25
COST AMOUNT: 5.00 CONVICTION DATE: 13/02/25
FEES AMOUNT: 20.00 DATE OF ORDER: 14/06/26
TOTAL: 635.00 DFCC RECEIPT DATE: 14/06/26
CRT PAYMENT AMOUNT: CRT PAYMENT DATE:
MTO PAYMENT AMOUNT: MTO PAYMENT DATE:
PAYMENT COURT: DATE SENT TO MTO: 14/06/26

SEL: PLATE: LICENCE NUMBER: L4694 7C--- 55716 DATE:
CRT: JUR: YR: INF: OTHER:

4B :02.3 23/07

SNA Server: Connected TATGA839 NUM 2:36 PM
2014-07-18

DISCLAIMER:

"The information provided is the interpretation of the members of the POA Collections Committee and do not necessarily reflect the opinions of MCMA. Any person relying on the information contained herein is doing so at his/her own risk and is advised to seek direction from his/her Municipality.

The MCMA does not endorse the use of any product or service. The information contained in the Best Practices procedures is provided as a reference tool to aid in the development of procedures in compliance with all applicable legislation. While every reasonable effort is made to ensure the information provided herein is accurate, there are no representations made with respect to the currency, accuracy or legality of the information. Due diligence should be performed when developing procedures."

Log of Changes

<u>Date</u>	<u>Specific Change</u>	<u>Editor</u>	<u>Reason</u>
May 10, 2019		Linda Beaver	Add to MCMA Template