



MCMA – POA Collections Committee Best Practices - **ICON**

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BACKGROUND:

The Ministry of the Attorney General (MAG) in the Province of Ontario manages and maintains the database containing the records of all Provincial Offences fines in Ontario. This database known as ICON (Integrated Court Offender Network) is used by the Municipalities within the Province of Ontario to perform court administration and provide court support functions in keeping with the Provincial Offences Act.

SET UP – PROCEDURE:

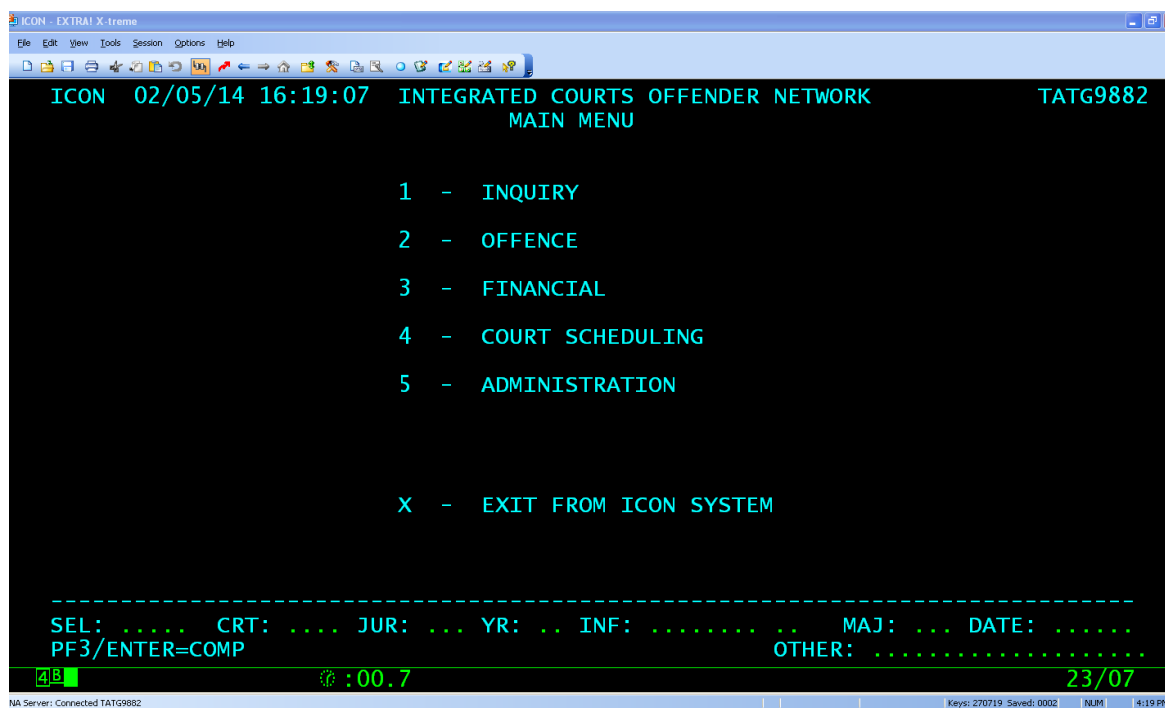
- The Court Manager for each court jurisdiction will obtain login authorization for the administrative staff to gain access to ICON.
- If an authorized User needs to have their password re- set, the following phone number can be used to contact the Ministry of Attorney General (888– 677– 4873).

ICON FUNCTIONS – POA COLLECTIONS:

- The following information aids on performing the common functions related to Collections of POA fines using ICON. These functions include searching for Offender information, Ticket information, Account and Fine Balances, Collection Agency Fees, Time Granted to Pay fine, Fine Due Date, Account Payments, Payment and Financial History, Enforcement Status, Administrative Offence History and Court/Trial Information.

ICON MENUS:

- Once logged into ICON, the User will be directed to the **ICON Main Menu**. The main menu offers access to five **sub-menus**: Inquiry, Offence, Financial, Court Scheduling and Administration. *(See sample print screen below).*
- The sub-menus most frequently used for the purposes of POA Collections are the Inquiry, the Offence and the Financial Menus. To enter one of the sub-menus, type the corresponding sub-menu number in the **SEL** field and select CTRL. Screens from each of the sub-menus will allow the User to find, change, add or delete information related to a case.



DEFINITIONS & ACRONYMS:

DATES	
Offence Date	Date alleged offence was committed
Service Date	Date the offence notice was served upon person charged
Conviction Date	Date the court issues the judgement (verdict)
Sentence Date	Date the court issues the sentence for the offence (date may differ from conviction date)
Due Date	Date the fine is due and payable
Completion Date	Date the case is closed (i.e.: payment received in full, charge withdrawn, dismissed, etc.)

FINES & FEES	
(Set) Fine Amount	The amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence
Cost Amount	Fixed cost liable to the court upon conviction (i.e. \$5.00 court cost)
VFS	Victim Fine Surcharge – Is liable to the court upon conviction of an offence under Part 1 or Part 111 where a fine has been imposed
Administration Fee	Administrative Fee added onto Total Fine Amount when the fine has not been paid in full by Due Date
Total Fine	Can include Set Fine + Costs + Administration Fee + VFS + CAC Fees + NSF Fees (where applicable). Refer to additional details for each individual financial screen
NSF Fees	Non– Sufficient Funds (Administrative) Fee added onto Total Fine Amount if required
CAC Fee	3 rd Party Collection Agency Fees added onto the Total Fine Amount (where applicable)

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FINE ADMINISTRATION	
Case (ID) Number	Consists of the court number followed by the jurisdiction number, applicable year the ticket was issued (if required) and the offence number.
Enforcement	Remedies imposed on fines which have not been paid by the Due Date (i.e. Licence Suspension, Plate Denial, Civil Enforcement, etc.)
Extension	Order Extending Time for Payment (granted by Justice of the Peace)
NOTR	Notice of Trial – submitted by offender to request Trial Date
Sentencing	Upon conviction of an offence, Justice may impose a sentence which may include a fine, probation or jail)

INDUSTRY CONTACTS & TERMS	
MAG	Ministry of the Attorney General for Ontario
SERVICE ONTARIO	(Formerly MTO – Ministry of Transportation for Ontario)
MTO	Ministry of Transportation for Ontario (Now known as Service Ontario)
ICON	Integrated Courts Offender Network
DL (DL #)	Driver's Licence (Driver's Licence Number)
ARIS	Authorized Requester Information Services
YOA (now YCJA)	Youth Criminal Justice Act (Formerly: Young Offenders Act) – for persons twelve years of age and older and under eighteen years of age

ICON SCREEN DIRECTORY:

SCREEN CODE	SCREEN NAME	PAGE REFERENCE
IOOFE	ICON Offence – Offence Entry	See Page(s) 5
IIOFE	ICON Inquiry – Offence Inquiry	See Page(s) 5,6,10,13,17,21
IIOXR	ICON Inquiry – Cross Reference Name Search	See Page(s) 7
IFCR	ICON Financial – Case Cash Receipts	See Page(s) 8,14,15,17
IFCR Payment Alert	ICON Financial – Case Cash Receipts	See Page(s) 15
IIODX	ICON Inquiry – Count Disposition	See Page(s) 9,13,17,18
ISCDS	ICON Scheduling – Count Disposition	See Page(s) 9,11,12,20
IIFHS	ICON Inquiry – Fine Restitution History	See Page(s) 10,16
IIFTL	ICON Inquiry – Account Transaction List	See Page(s) 15
IOENF	ICON Offence – Enforcement Removal	See Page(s) 17
IIOCJ	ICON Inquiry – Offence Change Journal	See Page(s) 19
IISTL	ICON Inquiry – Trial Date List	See Page(s) 21
IOOXP	ICON Inquiry – Outstanding Payments Update	See Page(s) 11

TICKET INFORMATION

TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Entering Tickets/Information into ICON Entering new case into ICON	IOOFE ICON Offence – Offence Entry	- Enter IOOFE in SEL field at the bottom of the screen - Enter applicable CRT, JUR as well as Ticket and/or Information number in YR and INF fields (All this information will become the complete Case Number) - Select 'F4' key to enter the IOOFE screen - Enter Ticket and/or Information data as required - Select 'Ctrl' Key to complete entry (ICON will show a 'Transaction Completed' confirmation message at top left hand corner of screen)

Seeking Offender Information - Name - Address - Date of Birth, Sex - Language - Driver's Licence Number Driver's Licence Jurisdiction	IIOFE ICON Inquiry – Offence Inquiry	- Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Select 'F4' to view the IIOFE screen
Seeking Offence Information - Date and Time of Offence - Location of Offence - Description of Offence - Act /Statute/Section of Offence - Speed of Vehicle and Posted Speed in Zone (if offence is for speeding) - Bylaw Number - Number of Total Counts for Offence - Notification of offence count number currently being viewed on screen Service Date/Sentence Date	IIOFE ICON Inquiry – Offence Inquiry	- Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Select 'F4' key to view the IIOFE screen - To see expanded (Text) Description of Offence, enter T in the 'NEXT FUNCTION' field at the bottom right hand corner of the screen - Select 'Ctrl' to view Text Description of Offence
Seeking Officer/Agency Information - Badge Number - Division Number - Agency Number Sworn Date / Service Date	IIOFE ICON Inquiry – Offence Inquiry	- Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Select 'F4' to view the IIOFE screen
Seeking Vehicle Information - Licence Plate Number - Licence Plate Jurisdiction CVOR Number	IIOFE ICON Inquiry – Offence Inquiry	See Appendix B for Screen Print - Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required Select 'F4' to view the IIOFE screen
Seeking Completion Date Completion Date of Case (Case has been Closed)	IIOFE ICON Inquiry – Offence Inquiry	See Appendix B for Screen Print - Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required - Select 'F4' to view the IIOFE screen Completion Date for a case which has been closed can be found in the top right hand corner

SEARCHING DATABASE FOR AN OFFENDER		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Searching for an Offender • Search by Drivers Licence • Search by Offender Full Name • Search by Offender Partial Name • Search by Offender Name, Sex and Date of Birth • Search for Young Offender	IIOXR ICON Inquiry Cross–Reference Name Search	• Enter IIOXR in SEL field at the bottom of the screen • Select 'F4' to enter into Cross–Reference Screen • DL Search– Enter Drivers Licence Number in 'LICENCE' field to search by this information • Name Search– Enter Offender Full and/or Partial Surname and Given Name. Enter sex and date of birth if available (ensure the Full/Partial search indicator is marked as 'Ctrl' for a full name search or 'P' for a partial name search • Note: Date of Birth format is dd/mm/yy • Select 'Ctrl' to commence search • Young Offender Search – If searching for a Young Offender – Enter 'Y' on the search indicator at the bottom of the screen marked YCJA (YOA) Cases. YCJA matters are not always visible to POA staff • Accessing a Case from IIOXR Screen – Place cursor beside desired case in the SEL column, type the letter 'S', use 'Shift' key with 'F5' key to access IFCR screen or use 'Shift' with 'F3' key to access IIOFE screen for case. • NOTE: It is important to note that some offenders may have multiple files in ICON due to various name spellings, incorrect name spellings, incorrect or absent Drivers Licence Numbers. It is recommended that various attempts be made when searching for an offender's records if there is a strong belief that an offence or additional offences are in ICON after the initial search has been performed

ACCOUNT / FINE BALANCE		
(All financial offence transactions will be reflected in ICON on the next business day)		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Total Fine Amount and Fine Amount Owing - Total Fine Amount on this screen includes VFS, Cost, Admin Fee and CAC Fees when applicable - Total Fine Amount Owing - Total Fine(s) Amount Owing for all fines found under Offenders name (including fines from other court jurisdictions) - Total Fine(s) Amount Owing on a select group of fines NOTE: It is important to note that some offenders may have multiple files in ICON due to various name spellings, incorrect name spellings, incorrect or absent Drivers Licence Numbers. It is recommended that various attempts be made when searching for an offender's records if there is a strong belief that a fine or additional fine are in ICON after the initial search has been performed	IFCR ICON Financial – Case Cash Receipts	- Enter IFCR in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Enter the word All in the 'OTHER' field at the bottom of the screen to try to capture all fines owing for the offender - If there are additional pages of the IFCR Screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears - To obtain balance owing on a select fine(s) enter S under the S/C Column beside the desired offence(s) number. Select Shift 'F9' and the total for the selected fines will appear in the 'SELECTED OWE' field at the top left hand corner of the screen NOTE: ICON provides a reference code to the right of the offence number below column 'R' indicating how the fine was referenced to the offender (i.e.: 'L' for Drivers Licence, 'N' for Name and DOB, 'F' for name only with no DOB in ICON).

Seeking Total Fine Amount, Total Balance Owning and Total Amount Paid Towards Each Individual Count • Total Amount of Fine on this screen includes VFS, Cost, Admin Fee and CAC Fees when Applicable • Total Number of Active Counts on Fine • Total Balance Owning • Total Balance Owning on each count of the fine to date • Total Amount Paid on fine • Total Amount Paid on each count of the fine to date • Due Date for balances owing on each count of the fine	IIODX ICON Inquiry – Count Disposition	• Enter IIODX in SEL field at the bottom of the screen • Enter full complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields
Seeking Breakdown of Fine Amount, Cost Amount and Agency Fee • Fine Amount on this screen (includes VFS) • Cost Amount • Time to Pay • Collection Agency Cost Fees • Legal Costs/Interest	ISCDS ICON Scheduling– Count Disposition	• Enter ISCDS in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Fine Amount, Fine Cost and Collection Agency Fee (if applicable) will appear on the screen for Count #1. If this information does not appear on the screen, refer to ACTN field on the middle left hand side of the screen to see what happened to the count in court. Refer to the ICON Code Table Book for the definitions on ACTN codes. If no information appears, the count could have been Withdrawn (WD) or Dismissed (DIS) • To view fine information on subsequent counts, re–enter ISCDS (or enter an asterisk) in the SEL field and enter the next count number in the ‘OTHER’ field at the bottom right hand corner of the screen
Seeking Breakdown of Outstanding Fine, Cost Amount and Administration Fee • Fine Amount on this screen (includes VFS) • Cost Amount • Administration Fees • Time to Pay	IIOFE ICON Inquiry – Offence Inquiry	• Enter IIOFE in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Fine Amount, Cost Amount and Administration Amount can be found on the second last line of IIOFE Screen

Seeking Breakdown of Fine Amount, Victim Fine Surcharge Amount, Cost Amount, Administration Fee Amount, Collection Agency Fee Amount, Payment Amounts, Payment Adjustments and NSF Fees • Fine Amount • Victim Fine Surcharge Amount • Cost Amount • Administration Fees • Fine Payments • Payment Adjustments • NSF Fees • CAC Fees Note: Date of each of the above noted transactions will appear on this screen for reference	IIFHS ICON Inquiry – Fine or Restitution History	• Enter IIFHS in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Note: If there are additional pages of the IIFHS Screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears. All financial information is sorted and appears in order of the fine Count Number
Seeking a List of Outstanding Fines for Offender Showing Balance Owing and Offence Description - Total Fine Amount Owing - Offence Description - Enforcement Status	IOOXP ICON Inquiry – Outstanding Payments Update	• Enter IOOXP in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields

COLLECTION AGENCY FEES		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Adding, Deleting or Adjusting Amount of Collection Agency Cost Fee - Add new CAC Fees to Fine and/or Specific Fine Count - Remove CAC Fees from Fine and/or Specific Fine Count - Adjust Existing CAC Fees Applied to the Fine and/or Specific Fine Count	ISCDS ICON Scheduling– Count Disposition	- Enter ISCDS in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Enter approved Password in the 'PSWRD' field - Move Cursor to rest under the Letter 'M' under the fine information and enter the appropriate code as noted below: To Add Fee – Enter the letter 'A' under M column. Tab to SENT Column and type in CAC. Tab to empty field under the COST Column and type in dollar amount of fee. Select 'Ctrl' for the transaction to be processed. ICON will provide a notice at the top of the screen to advise if the transaction was processed 'Transaction Complete' To Delete Fee – Enter the Letter 'D' under M column to delete the CAC fee. Select 'Ctrl' for the transaction to be processed. ICON will provide a notice at the top of the screen to advise if the transaction was processed 'Transaction Complete' To Change Fee – Enter the Letter 'C' under M column to change the current CAC fee to a new amount. Tab over the empty field under the COST Column, type in the new CAC amount as required. Select 'Ctrl' for the transaction to be processed. ICON will provide a notice at the top of the screen to advise if the transaction was processed - If the fine has more than one count, refer to the IIODX screen to see which counts have a balance outstanding in order to calculate the CAC for that specific count - To add, delete or change fees on subsequent counts for the fine, re–enter ISCDS (or enter an asterisk) in the SEL field and enter the next count number in the 'OTHER' field at the bottom right hand corner of the screen

TIME GRANTED TO PAY FINE		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Time Granted to Pay Fine Time the court has granted for the fine to be paid at time of sentencing	ISCDS ICON Scheduling– Count Disposition	- Enter ISCDS in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Under 'SENT' Column, look for FIN code indicating a Fine has been issued as a sentence for the offence. Under the LTH/UNT column, the time granted will be found. Time to pay will be noted either in days, months or years - To view the same information on subsequent counts for the fine, re–enter ISCDS (or enter an asterisk) in the SEL field and enter the next count number in the 'OTHER' field at the bottom right hand corner of the screen
Seeking Time Granted to Pay Fine Time the court has granted for the fine to be paid at time of sentencing	IIOFE ICON Inquiry – Offence Inquiry	- Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Look at the TIME TO PAY field found in the bottom row of the screen for how much time the court has allowed - To view the same information on subsequent counts for the fine, Select 'F8' key to view information for next count

DUE DATE FOR FINE		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Due Date for Fine Due Date for balance owing on fine and/or each count of the fine	IIODX ICON Inquiry – Count Disposition	- Enter IIODX in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Due Date for balances owing on each count of the fine will be found under the 'DUE' Column

ACCOUNT PAYMENTS		
(all financial offence transactions will be reflected in ICON on the next business day)		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Processing Payment(s) on a Fine - Total Fine Amount - Total Fine Amount Owing - Total Fine Amount Owing for all fines found under Offenders name (including fines from other court jurisdictions) - Total Fine Amount Owing on a select group of fines - Date of Conviction for Offence - Method of Payment Available for Fine (i.e. – cheque, cash, credit card) NOTE: It is important to note that some offenders may have multiple files in ICON due to various name spellings, incorrect name spellings, incorrect or absent Drivers Licence Numbers. It is recommended that various attempts be made when searching for an offender's records if there is a strong belief that a fine or additional fine are in ICON after the initial search has been performed	IFCR ICON Financial – Case Cash Receipts	- Enter IFCR in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Enter the word 'All' in the 'OTHER' field at the bottom of the screen to try to capture all fines due for the offender - If there are additional pages of the IFCR Screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears - To obtain balance owing on a select fine (s) enter S under the S/C Column beside the desired offence(s) number. Select Shift 'F9' and the total for the selected fines will appear in the 'SELECTED OWE' field at the top left hand corner of the screen - Enter Payment Method Code in 'FUNDS' field (i.e. R for cheque, C for Cash, D for Debit, A for American Express, U for Master Card, V for Visa) - Enter Payment Amount to be applied in the 'AMT TENDERED' field OR - Enter S under 'S/C' Column to Select Fine(s) the Payment will be applied to, Select F9 to populate 'SELECTED OWE' field which will advise what the payment total amount will be - Enter Payment Amount to be applied in the 'AMT TENDERED' field - Select 'CTRL' to complete transaction NOTE: ICON provides a reference code to the right of the Offence Number (look below column 'R') for each fine indicating how the fine was referenced to the offender (i.e.: 'L' for Licence, 'N' for Name).

Confirming if a Payment Has Been Received on a Fine on Today's Date Identifying if a payment has been applied to the account on the same date as inquiry is performed	IFCR/IIFTL ICON Financial – Case Cash Receipts	- Enter IFCR in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - ICON will add a warning on the top of the screen advising 'CREDIT BALANCE FOR CASE– OVERPAYMENTS NOT ALLOWED' if a payment has been applied earlier in the day. - On the IIFTL screen, enter the same information as outlined to add a case to the IFCR screen but add '900' in 'MAJ' field. IIFTL will show the date (today's) and amount of the payment taken along with the transaction number in an accounting format
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PAYMENT/FINANCIAL HISTORY (all financial offence transactions will be reflected in ICON on the next business day)		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Breakdown of Fine Amount, Victim Fine Surcharge Amount, Cost Amount, Administration Fee Amount, Collection Agency Fee Amount, Payment Amounts, Payment Adjustments and NSF Fees - Fine Amount - Victim Fine Surcharge Amount - Cost Amount - Administration Fees - Fine Payments Note: Date of each of the above noted transactions will appear on this screen for reference	IIFHS ICON Inquiry Fine or Restitution History	See Appendix H for Screen Print - Enter IIFHS in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - If there are additional pages of the IIFHS Screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears

Seeking Return Payments and NSF Fees Information • NSF Fees • Payment Adjustments	IIFHS ICON Inquiry Fine or Restitution History	See Appendix H for Screen Print • Enter IIFHS in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • If there are additional pages of the IIFHS screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears
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ENFORCEMENT STATUS		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Current Enforcement Status on a Fine • SI – Suspension Issued Status • SS – Suspension Signed Status • DF – Default Status • PI – Plate Denial Status • CE – Civil Enforcement	IFCR ICON Financial – Case Cash Receipts	• Enter IFCR in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Enter the word 'ALL' in the 'OTHER' field at the bottom of the screen to try to capture all fines due for the offender • Current Enforcement Status will be found under the ENF Column
Seeking Current Enforcement Status on a Fine • SI – Suspension Issued Status • SS – Suspension Signed Status • DF – Default Status • PI – Plate Denial Status • CE – Civil Enforcement	IIOFE ICON Inquiry – Offence Inquiry	• Enter IIOFE in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Current Enforcement Status will be found in the 'ENF STATUS' field in the middle of the Screen
Seeking Current Enforcement Status on a Fine • SI – Suspension Issued Status • SS – Suspension Signed Status • DF – Default Status • PI – Plate Denial Status • CE – Civil Enforcement	IIODX ICON Inquiry – Count Disposition	• Enter IIODX in SEL field at the bottom of the screen • Enter full offence number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • Current Enforcement Status will be found in the ENF Column

Seeking to Remove Current Enforcement Status on a Fine - To lift or remove enforcement on a fine as a result of an extension for time to pay granted by the court - To lift or remove enforcement on a fine as a result of an administrative error	IOENF ICON Offence – Enforcement Removal	- Enter IOENF in SEL field at the bottom of the screen - Enter full offence number under the column CASE - Enter each applicable Count number under the column COUNT - Select 'CTRL' to process the request
COUNT DISPOSITION INDEX (all financial offence transactions will be reflected in ICON on the next business day)		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Looking for the breakdown of fine information by count number. - Total Amount of Fine - Total Amount Owing on Fine - Total Balance Owing on each count of the fine to date - Total Amount Paid on each fine count to date - Due Date for balances owing on each count of the fine	IIODX ICON Inquiry – Count Disposition	- Enter IIODX in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields IIODX screen will provide Total Fine Amount, Total Paid on Fine, Total Balance Owing, Breakdown of number of counts on the fine, Sentence Date of each count, Balance owing for each fine count, Due Date for each fine count, Current Enforcement Status and Amount Paid on each fine count

ADMINISTRATIVE OFFENCE ACTIVITY HISTORY (Non-Financial)		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking to Find Administrative Activity History of Offence • Date offence added to ICON including Statute and Section Number of Offence • Date offence added to Court Docket with court date, room number and time • Date Extension for time to pay applied to the fine included number of days Extension has been granted • Date of Addition and/or Removal of Enforcement • Date of any changes to name and/or address on record • Date of approval for application for Re-enter opening • Date and results of Re-enter opening • Date and results of Appeal Applications • Date and location of file transfer from one court to another	IIOCJ ICON Inquiry – Offence Change Journal	• Enter IIOCJ in SEL field at the bottom of the screen • Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields • If there are additional pages of the IIOCJ Screen to view for the offender, ICON will include the prompt 'MORE' in the top right hand corner of the screen – Select 'F8' to view next page. Continue to Select 'F8' after viewing each new page until the 'MORE' prompt no longer appears

COURT/TRIAL INFORMATION		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Court Appearance Information - Docket Date - Court Appearance Type (i.e.: Trial, First Appearance, etc.) - Count - Name of Prosecutor - Name of Court Clerk - Name of Court Reporter	ISCDS ICON Scheduling– Count Disposition	- Enter ISCDS in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields
Seeking Court Appearance Results - Court Action (i.e.: Sentenced, Sentenced in Absentia, Withdrawn) (Offender) Plea - Finding (Judgement) - Conviction Date - Sentence Date - Offence Sentence (i.e. fine, probation, jail) - Publication Ban Notification	ISCDS ICON Scheduling– Count Disposition	- Enter ISCDS in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields

COURT SCHEDULING		
TASK	ICON SCREEN	COMMENTS/ACTIONS
<i>Select F4 to move between ICON screens. Select Ctrl to enter information and/or move between ICON menus.</i>		
Seeking Confirmation of a Scheduled Court Date for an Offender - Search with offender name, date of birth - Search for court date with case number	IISTL ICON Inquiry – Trial Date List	- Enter IISTL in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields to fine court date for offence entered - Select 'F4' key to have the IISTL screen perform the search OR - Enter IISTL in SEL field at the bottom of the screen - Select 'F4' key to enter the IISTL screen - Enter as much offender information as possible (i.e. name, date of birth, sex) - Select 'F4' key to have the IISTL screen perform the search
Seeking Confirmation of Receipt of Offender Notification of Request for Trial (NIA) - Offender Notification of Request for Trial - Court Office Number - Date and Time of Court - Court Location/Room # - Court Appearance Type	IIOFE ICON Inquiry – Offence Inquiry	- Enter IIOFE in SEL field at the bottom of the screen - Enter complete Case Number at the bottom of the screen as required completing CRT, JUR, YR and INF fields - Confirmation of receipt of the Offender's Notification to Appear (request for Trial) will be found in the 'NOTR FILED' field in the middle of the Screen on the right hand side. Notice indicator will either read 'Y' indicating receipt of the request or 'N' indicating no request has been received

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.

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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