



MCMA – POA Collections Committee Best Practices – **RICO 9020**

Page 1 of 3

BACKGROUND:

Sometimes fines are in a limbo state in ICON. This means ICON does not show an enforcement code when it is truly in default. There are various reasons for a file to go into limbo, but it often happens on fines that have an expired extension of time to pay.

MAG created RICO 9020 which shows fines that do not have an enforcement code but should.

This report is created by the 1st Monday of each month. You may need to get your Information's Technology Systems Department to capture it for you if you do not see it listed in the electronic files.

DEFINITIONS & ACRONYMS:

MAG – Ministry of Attorney General

RICO – MAG reports

DFCC – Defaulted Fines Control Centre

PR – Pending Plate Denial

ARIS – MTO/Driver's Licence Database

DL – Driver's Licence

PI – Plate Denial

PROCEDURE:

- Print or Export RICO 9020 into Excel.
- Confirm which fine(s) you wish to collect on listed on the report in accordance to internal collections policies.

For all fines showing in Limbo on RICO 9020:

- If offence is suspendable and has been in limbo for *12 months or less*, follow your internal suspension policies and suspend the licence in ICON. (Or add it to plate denial if parking or red light camera.)
- If in limbo longer than 12 months and the Defendant's licence is suspended in DFCC or ARIS for another fine or reason, then follow your internal suspension policies and suspend the licence in ICON. **Note:** *ICON is not 100% accurate to rely on for a licence suspension because the DL may be listed incorrectly in ICON. Use DFCC or ARIS to check status of the licence for better accuracy.*
- If the fine has been in limbo for more than 12 months and is not suspended for other reasons or your internal suspension policy will not allow suspension without further warning to the defendant, reinstate a DF code in ICON, or key it manually into your database.

- **Note:** *You cannot add a file to an “SI” docket. If you reinstate an “SI” code ICON changes it to SS overnight. Parking or a red light camera fines cannot be added to a PR docket either, ICON will change it to PI overnight. If you don’t want fines to go directly to SS or PI, add them manually into your collections software to start collections.*
- Adding an enforcement code to ICON will add the ticket to the monthly defaulted fines data and be included in the monthly data provided by MAG the following month. The fine will be treated as newly defaulted matters and collection procedures will commence once you load the data from MAG.
- If you manually add a DF code to a fine that can be suspended, make a note on the RICO 9020. Once the files are loaded into your collections database the following month, add a follow-up to your collections database. Follow your collections procedures and then you can manually suspend the licence in accordance to your internal suspension policies. (i.e.: 30 days after a demand letter is mailed).
- If you manually added the file to your database remember to put a follow up in to add an enforcement code to icon or it will continue to stay in limbo on the RICO 9020.

Adding enforcement code to ICON:

- Use IOENR & 888888 in date field
- Under “M” add “r” for reinstate, tab once add “si” or “pi” or “df”, tab once and key in ticket number and whichever count (4 digits) ie. 0001
- Hit enter
- It will state that updates will be done over night at the top
- You can add enforcement codes to 1 fine at a time or do several updates and then hit enter to process
- When the page is full (after you’ve hit enter to process) you can key over the tickets numbers that are there already or go to a new page with PF8

Note: *Sometimes a single count on a Part III will appear to be in limbo on the RICO 9020 even when that count does not owe money. There does not seem to be a way to take this off the RICO 9020.*

IOENR SCREEN IN ICON:

ICON - myEXTRA! Enterprise

File Edit View Tools Session Options Help

IOENR 26/06/14 09:14:34 ICON OFFENCE SUBSYSTEM TATGA839
ENFORCEMENT REVIEW

ENF DATE: 88 88 88 ENF CLASS: REL: Y (Y/N)

M	ENF	-----	CASE	-----	COUNT	OFFENDER NAME	CONV	O/S	AMOUNT
	CODE								
r	si	4460	999	00	12345678	00	0001		
r	pr	4460	997	12	12345678	00	0001		

SEL: CRT: 4460 JUR: YR: INF: MAJ: DATE: 888888
PF19=PREV DT PF20=NEXT DT OTHER:

4B :03.8 10/02

SNA Server: Connected TATGA839

NUM 9:15 AM
9:15 AM
2014-06-26

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

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