

Instructions for Entering Payments

Deposits (payments from the defendants) are entered into the NJ Court collector software in order to track the balance due from the defendant and to disburse money to the Plaintiff or their Attorney. The program also will track and disburse dollarage for you.

For example:

When you receive a payment from a defendant for Docket DC1234, you will use the 'Post Deposits' screen from the 'Data Entry' section of the NJCC program.

- 1) Select the docket (DC1234-00), make certain the info that is brought to the screen is for this defendant. You can press the 'F2' key or double-click with the left mouse button on the docket info section to bring up a more complete listing of the docket info if you need more information about this docket to verify that the defendant really belongs to this docket.
- 2) Enter the Date of Deposit. This is normally the date which you will deposit the money into your trust account.
- 3) Enter the date of the check from the defendant. This is the date on the check or simply today's date if a cash payment.
- 4) Choose the type of deposit. Normally it is 'Cash Receipt'. You will change it to 'Credit' if you need to record on the balance sheet for a docket that the defendant made a payment directly to the Plaintiff/Attorney. If you choose credit, no money is deposited into your trust account and accordingly will not be disbursed; it is simply used to record a lowered judgment balance.
- 5) Enter the amount of the deposit. It is always the actual amount of money that is being deposited into your trust account.
- 6) The dollarage will be filled in automatically; it is normally at 10% of the payment made. If your jurisdiction allows for a posting fee, if available you will be asked if you want to take it now, it will then be added to the dollarage if the payment is large enough to cover it.
- 7) Skip this step unless the docket is a Garnish. For a garnish which has been set up as a POB-5%, the Amt Retained By POB will automatically fill in 5% of the total amount paid by the defendant when you tab to this field, Also the dollarage will be adjusted so that you receive your full 10% from the amount paid by the defendant. If this is a garnishment, but not setup as a POB-5% and the POB decides to start withholding the 5% fee, you can click into the 'Amt Retained by POB' field with the mouse. When you tab out of the field, you will be asked if you want to change this docket to a POB-5% docket. The POB will never be allowed to take more than 5% of a payment. You will be notified with a message

- on the screen when the docket's balance is down to the 5% that the POB has taken out. At this point, you should go to the Account Sheet and change the status of this docket to 'Satisfied POB 5%'. The warning message properly calculate when to notify you even if some payments were made at the full amount and others payments made with the 5% fee.
- 8) Double check that all entries are correct and then tab to the 'Post' button and press the enter key or press the 'Post' button with the mouse.
 - 9) Select another docket for the next payment and continue as above. The date of deposit will stick to the last date entered until you change it in order to speed up the data entry process.
 - 10) When you have finished entering deposits for a given day, you should go to the 'Reports Section' and run the 'Deposit Analysis' report. Select the day of the deposit and run the report. Your deposit ticket for the bank must match the total of the report or you made a mistake entering a deposit. After you identify which item or items were incorrect, you should go to the 'Account Sheet' form in the 'Lookup' section, choose the docket, select the incorrect item and double click on it with the mouse to bring up the modify a positing form and make the necessary corrections. NOTE: It is much easier to find and make corrections now than to wait until the end of the month at which time it is more difficult to find which item(s) is/are incorrect.