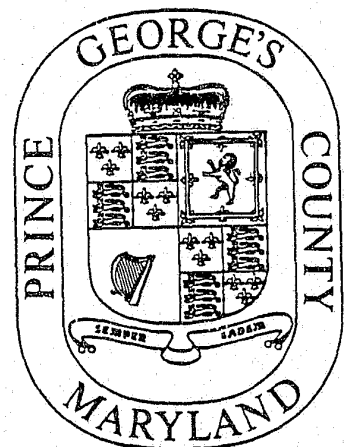


**POLICIES AND PROCEDURES MANUAL
FOR THE
JUDGMENT RESTITUTION PROGRAM (JRP)
CONTRIBUTING, JUVENILE AND PATERNITY DIVISION
PRINCE GEORGE'S COUNTY CIRCUIT COURT
UPPER MARLBORO, MARYLAND
20772**

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JUDGMENT RESTITUTION PROGRAM (JRP)

Policies and Procedures Manual

Prepared By:

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Courthouse
Upper Marlboro, Maryland 20772

An Office of Juvenile Justice and Delinquency Prevention
Program In Conjunction With The
Prince George's County Government And The
Prince George's County Circuit Court

September 1984

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THE JUDGES OF THE PRINCE GEORGE'S COUNTY CIRCUIT COURT OF MARYLAND



Ernest A. Loveless, Jr.
Prince George's County
Chief Judge
Circuit Administrative
Judge



William H. McCullough
Prince George's County
Administrative Judge



* James H. Taylor
Prince George's County



Jacob S. Levin
Prince George's County



Albert T. Blackwell, Jr.
Prince George's County



* Robert J. Woods
Prince George's County



Howard S. Chasanow
Prince George's County



* Vincent J. Femia
Prince George's County



* Robert H. Mason
Prince George's County



Audrey E. Melbourne
Prince George's County



* David Gray Ross
Prince George's County



* James Magruder Rea
Prince George's County



Arthur M. Ahalt
Prince George's County



* G.R. Hovey Johnson
Prince George's County

*Juvenile Judge

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SECTION I—Introduction

The Judgment Restitution Program (JRP) is a recently designed (July 1982) program of the Contributing, Juvenile and Paternity Division of the Seventh Judicial Circuit, Prince George's County, Maryland.

The thrust of the program is to pay victims of juvenile crime through the issuance of a judgment rendered against the juvenile and the parents of the juvenile for the amount of restitution monies assessed by the Juvenile Judge/Master in the victim's behalf.

The execution of the judgment is then "stayed" by the Juvenile Judge predicated on the payment of the monies via a payment plan worked out by the Director, Judgment Restitution Program (DJRP) with the parties concerned (i.e., victim, respondent, respondent's parents and, if present, legal counsel). These monies, in turn, are paid to the victim through the DJRP or, if monthly payments are arranged, through the County Accounting Office in accordance with instructions contained in the Stay of Execution.

The details of the program are reflected in the subsequent sections of this manual and are designed to serve as the structural framework for implementing this program outside of Prince George's County.

We hope that you will find this manual useful in enhancing the cause of justice.

Sincerely,

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This work was prepared under a Federal Grant sponsored by the Office of Juvenile Justice and Delinquency Prevention and the Prince George's County Government and the Seventh Judicial Circuit. Points of view or opinions stated in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Prince George's County Government.

SECTION II—Background

For many years, the question of cash restitution for the victims of juvenile crime has been ignored. While many States have passed statutes permitting courts to order judgments of restitution as a condition of probation, little effort has been made to compensate victims of juvenile crime for their actual losses.

During the last decade, attention has focused on "social restitution programs" — a theory which suggests that if we compel perpetrators of juvenile crime to pay back the community in which the crime was committed by some act of self sacrifice, the youngster will be deterred from future delinquent acts and the community will be satisfied that the child has learned his lesson. In the view of many, nothing could be further from the truth. While social restitution programs have consumed large amounts of money and effort, most would agree that the results have fallen short of the mark. Victims of juvenile crime, in particular, see little value in social restitution programs.

An example of a former social restitution program can be found in Prince George's County, Maryland. Operating under a three year 1.2 million dollar grant from the Office of Juvenile Justice and Delinquency Prevention, the Community Restitution Program had a staff ranging from fifteen to seventeen employees. In its last full years of operation, (July 1981–June 1982), the program collected only \$60,000 for the victims of juvenile crime. In other words, it cost \$5.83 to collect every dollar of restitution. In its place, the court instituted on July 1, 1982, a Judgment Restitution Program. During its first twelve months of operation this partially user funded program, using one full time employee, actually collected, or programmed for collection, the sum of \$298,736. The cost to the taxpayer of collecting every dollar of restitution was reduced from \$5.83 to \$0.16. Through September 1984 the total collection figure is \$553,802.27.

This innovative and effective program, based upon simple procedures of management, can be replicated in other jurisdictions. It is with this thought in mind that the court approached the Office of Juvenile Justice and Delinquency Prevention with the suggestion of providing technical assistance to other jurisdictions within Region III and, subsequently, to other jurisdictions nationwide.

SECTION III—Legal Authority

The statutory authority for collection of restitution monies in the State of Maryland (of which Prince George's County is a part), is found in Section 3-829 of the Courts and Judicial Proceedings Article, Annotated Code of Maryland which provides as follows:

“§ 3-829. Liability for acts of child.

(a) The court may enter a judgment of restitution against the parent of a child, or the child in any case in which the court finds a child has committed a delinquent act and during the commission of that delinquent act has:

(1) Stolen, damaged, or destroyed the property of another;

(2) Inflicted personal injury on another requiring the injured person to incur medical, dental, hospital, or funeral expenses.

(b) Considering the age and circumstances of a child, the court may order the child to make restitution to the wronged party personally.

(c) (1) A judgment rendered under this section may not exceed:

(i) As to property stolen or destroyed, the lesser of the fair market value of the property or \$5,000;

(ii) As to property damaged, the lesser of the amount of damage not to exceed the fair market value of the property damaged or \$5,000; and

(iii) As to personal injuries, inflicted, the lesser of the reasonable medical, dental, hospital, funeral, and burial expenses incurred by the injured person as a result of the injury or \$5,000.

(2) As an absolute limit against any one child or his parents, a judgment rendered under this section may not exceed \$5,000 for all acts arising out of a single incident.

(d) A restitution hearing to determine the liability of a parent or a child, or both, shall be held not later than 30 days after the disposition hearing and may be extended by the court for good cause.

(e) A judgment of restitution against a parent may not be entered unless the parent has been afforded a reasonable opportunity to be heard and to present appropriate evidence in his behalf. A hearing under this section may be held as part of an adjudicatory or disposition hearing for the child.

(f) The judgment may be enforced in the same manner as enforcing monetary judgments.

(g) The Juvenile Services Administration is responsible for the collection of restitution payments when the restitution order provides that restitution is to be made in periodic or installment payments, as part of probation, or pursuant to a work plan.”

The statute further provides as follows for the recoupment of costs:

“§ 3-820. Disposition; costs.

... (d) The court may impose reasonable court costs against a respondent, or the respondent's parent, guardian, or custodian, against whom a finding of delinquency has been entered under the provisions of this section . . .”

The above sections of the Maryland Code provide the legal basis under which the Juvenile Court pursues the collection of restitution monies and it is because of this strong legal base that the program has been successful.

SECTION IV—Initiation of the Juvenile Into the Court System

Juveniles who are accused of delinquent acts are initially processed into the Juvenile Court system at the Juvenile Intake level (pre-adjudication case screening). This level of processing is accomplished at three county Intake Centers, conducted under the supervision of the Juvenile Services Administration (JSA) which is the State Agency responsible for this function. Cases which cannot be settled at this level to the victim's satisfaction, or which in JSA's opinion require intervention by the court due to the recidivism of the offender or other cogent reasons, are referred to the State's Attorney's Office (SAO) for prosecution.

Absent an appeal, cases resolved at the Juvenile Intake level do not reach the court. Records pertinent to restitution monies and other facets handled at Juvenile Intake level are not included as a part of the judgment restitution program. The victim in Juvenile Intake type cases has a thirty day period in which to change his/her mind insofar as a pursuit of the case with the State's Attorney. The opportunity to exercise this prerogative is relinquished thirty days from the date that monies are assessed and payment plans are effected.

Once it is determined that the case is to be prosecuted by the State's Attorney's Office, the Juvenile Court mails a notice to all parties concerned and the case is then entered on the court docket.

SECTION V—Assessment of Restitution

Restitution hearings are scheduled either separately before a Juvenile Master or in conjunction with adjudicatory or disposition hearings being heard before the Juvenile Judge. It is at these hearings that the restitution amount is assessed using documentary evidence (i.e., purchase orders, repair bills, medical bills, etc.) presented by the victim to assess the fair market value of the victim's loss.

During these hearings both the respondent and parent have the opportunity to be represented by private counsel. Those respondents whose income meets applicable criteria are afforded an opportunity to utilize the services of the Public Defender.

Generally, in those instances where the victim's losses have been covered by insurance, restitution is awarded only for the amount of the deductible.

Once restitution is recommended by the Juvenile Master or assessed by the Juvenile Judge, the top portion of the Judgment Restitution Order is prepared by the Juvenile Master/Judge and the parties are escorted by the Bailiff to the DJRP.

SECTION VI—Use of the Judgment Restitution Order

The Judgment Restitution Order is a useful working document which provides the written record of both the assessment action held in open court and the written payment plan negotiated by the DJRP.

The top portion of the Judgment Restitution Order actually renders in writing a judgment against the respondent and the respondent's parents in favor of the crime victim. This judgment is entered in the County Land Records where it remains for a period of twelve years unless the assessed monies are paid in accordance with entries added by the DJRP in the "Stay of Execution" (bottom portion) of the form.

The bottom portion of the form provides for the payment dates and amounts and is used by the DJRP to set up a payment plan for each case. This portion of the form is also utilized to show whether the court-directed restitution will be paid through the DJRP or through the County Accounting Office and other relative information that is pertinent to the actual collection.

After completion of the Payment Plan, the original copy of the order is placed in the Juvenile Court jacket and returned by the DJRP to the Juvenile Master/Judge for review/disposition and posting of applicable entries by the Courtroom Clerk. The original order becomes a permanent part of the Juvenile Jacket for the life of the file.

Once the order is completed, copies are given to all parties concerned.

In those cases where payment is to be made through the DJRP, a copy of the order is suspended for follow-up on the specified payment date.

A copy of the order is provided to the County Accounting Office in those instances where monies are to be paid through this means. Cases referred to the county are hand carried via weekly transmittal letter to the County Accounting Office and entered into the County computer using the Restitution Order as the authority for this action.

Any change that impacts on the original order (i.e., guilty findings of other co-respondents, bankruptcy claims, etc.) are effected via Amended Court Orders and distributed via cover and/or transmittal letters to all concerned.

SECTION VII—Referral of the Parties to the DJRP

The DJRP works directly for the Administrative Judge, Contributing, Juvenile and Paternity Division of the Circuit Court and is centrally located in the Juvenile Court area adjacent to the three courtrooms which he serves.

The court dockets are published with distribution to the DJRP a day in advance. These dockets reflect which cases by type (i.e., merits, disposition, restitution, etc.) are scheduled to come into court and key the DJRP as to which specific cases are restitution related. This affords the DJRP an opportunity to familiarize himself with the case prior to interfacing with the parties on the actual court date.

This prior review is particularly important on complex cases involving many victims and/or respondents which require extensive division of monies and the issuance of numerous court orders.

Generally, "merits" cases which involve restitution are held in the morning portion of the docket and are decided by the Judge and the DJRP prior to mid-day.

Restitution Hearings held by the Juvenile Master are normally held at eleven A.M. and are resolved by the DJRP prior to the calling of the afternoon docket at one-thirty P.M. By so doing, victims of these cases can be expeditiously processed with the least amount of inconvenience.

The DJRP, in turn, can then be left to address phone messages, written correspondence, the processing of payments and related work without the constant interruption of court related activities.

Respondents, parents, victims and, if applicable, their respective attorneys, are escorted by the court Bailiffs to the DJRP to insure that restitution matters are expeditiously resolved and that all parties are totally familiar with the final outcome of court ordered restitution prior to leaving the Courthouse. Copies of court orders and related correspondence are also provided at this time.

SECTION VIII—Interface Between the DJRP and Others

The DJRP is the hinge-pin in the entire restitution process and works closely with affected personnel both inside and outside of the Juvenile Court. The DJRP is a team player who is people oriented and sensitive to the many vested and varied interests of the parties concerned. Key among those is the Juvenile Judge who creates the atmosphere and sets the tone that enables the DJRP to effectively function. Another key person is the Juvenile Master who assesses the bulk of court ordered restitution and by so doing, lends a fairness and equity that enables subsequent collection and payment of monies to go smoothly.

The DJRP also deals with a number of others, some of whom are listed below:

A—*The Victim*. The victim is the individual who is foremost in the DJRP's mind. An overt effort is made to reassure the crime victim that: number one, appropriate disposition will be made by the Juvenile Judge; and, number two, the victim will, in fact, get paid the amount of directed monies reflected in the court order.

Normally, the victim is called in separately by the DJRP who verifies name, address and telephone number and the assessed amount of restitution. Work and home telephone numbers are taken and any questions the victim may have are addressed. Methods of payment, i.e., cash, check, money order, payment through the court, County, etc., are covered. Every effort is made to make the victim feel that justice has been served.

Where possible, the victim is paid through the DJRP prior to leaving the court. Cash monies are receipted for by the victim upon receipt.

B—*The Respondent*. The feelings of the respondent/parents are also taken into account and a private interview is conducted. In many instances, the respondent's parents are anxious to effect payment of monies owed to the victim and express remorse for the delinquent actions of their child(ren).

Verification of employment, family expenditures and other financial data are taken at this time and verified by the DJRP as necessary to insure the validity of the entries.

Payment schedules are effected within the financial means of the respondent and every effort is made to pay the victim as expeditiously as possible within the respondent and his family's financial means. Where possible, and in those instances where the respondent is not committed to a juvenile facility, the DJRP endeavors to incorporate the respondent's earnings into the payment of court directed monies.

In each instance the DJRP endeavors to treat the respondent with dignity and respect and to fairly and equitably work out the payment arrangements to the best interests of all concerned.

C—*Client (Private) Attorneys*. Private attorneys who are present during restitution hearings held in open Court are encouraged to meet with the DJRP in their client's behalf. Generally speaking, the private attorney is familiar with the background of his client and provides additional insight into the victim's needs and the ability of the respondents to pay monies owed to the victim.

Copies of all restitution documents are provided free of charge to the client's attorney and any and all questions are resolved by the DJRP prior to the attorney's departure.

Substantial legal issues raised after the open court hearing are brought back into court by the DJRP for resolution by the Juvenile Judge.

D—*Juvenile Services Administration (JSA)*. The Juvenile Services Administration is a State directed agency responsible for a wide range of juvenile related issues. Insofar as the DJRP is concerned, he deals with two principal JSA staff functions, namely, Probation Officers and JSA Court Liaison Personnel. Continuity of policy effort is also maintained by the DJRP with the Local Director of the Juvenile Services Administration and his principle deputy.

1—*Probation Officers.* Juvenile Probation Officers work closely with the DJRP to insure that directed restitution is being paid. The status of restitution payment is a checklist item for the Juvenile Judge at bi-monthly Probation Officer meetings conducted by the Juvenile Judge.

Although Probation Officers do not collect restitution monies they do monitor the progress of restitution payments where such payments are a condition of the probation agreement.

Every effort is made to encourage amicable exchanges of information between the DJRP and JSA Probation Officers. Changes of address, job status and related information is routinely exchanged.

2—*JSA Liaison Court Workers.* In the Juvenile Court, there are several full-time JSA Court Liaison personnel assigned. These individuals provide initial intake and follow up services to the Court.

The DJRP directly interfaces with these personnel and provides continuity of effort in common areas of interest. The DJRP and the JSA Court Liaison Personnel are physically in close proximity to each other which facilitates exchanging information and expediting people in and out of the Courthouse.

E—*Bailiffs.* Each courtroom has its own separate Bailiff. These individuals monitor courtroom activities and hand carry juvenile jackets, court orders and allied paperwork and direct people to the DJRP.

The Bailiffs act as a conduit of information which is of particular significance in that the DJRP cannot, because of the volume of work and the simultaneous proceeding in three separate courtrooms, be physically present when restitution cases are heard. Therefore, the Bailiffs assist the DJRP by providing essential elements of information and help the DJRP keep track of the victims and respondents coming in and out of their respective courtrooms.

F—*Board of Education Liaison Officer.* The Juvenile Court has assigned to it a County Board of Education Liaison Officer whose function is to interface with the many schools throughout Prince George's County.

The DJRP works closely with this individual in those restitution cases involving school vandalism. Payments in these cases are made through the DJRP to the Liaison Officer for subsequent disbursement back to the Board of Education school.

Periodic information regarding the school status of respondents is also provided by the Liaison Officer to the DJRP.

G—*Department of Social Services.* The Department of Social Services also provides a liaison officer to work with the Juvenile Court in social service related cases.

H—*State's Attorney's Office (SAO) (Juvenile)*

1—*State's Attorneys.* Restitution cases heard in Juvenile Court are normally coordinated by the SAO with the DJRP prior to being heard in open court. This provides the DJRP an opportunity to be familiar with the details of the case which, in turn, expedites the processing of both the subsequent court order/allied paperwork and the affected parties on the actual court date.

A close and harmonious relationship exists between the DJRP and the SAO which positively impacts on the victim. Both functions are co-located in terms of physical layout and queries regarding restitution are directly settled on a face-to-face basis. This becomes especially important when the case involves several co-respondents, adult offenders and multiple victim cases.

Special attention is given to "stet" docket cases to insure payment is effected. Follow up is made by the DJRP via the SAO on all out of state cases and other areas involving prosecution in other jurisdictions.

2—*Victim Witness Coordinator (VWC).* Addressing the needs of crime victims is the prime consideration for both the DJRP and the VWC.

The VWC assists victims prior to entering court to determine the facts, answer questions, allay fears and prepare the supporting paperwork allied with the SAO's prosecution of the case before the Juvenile Judge or Master.

The VWC interfaces directly with the various police agencies, arresting officers, detectives and other law enforcement officials. Much of this information is passed on to the DJRP for subsequent use in processing the case after the hearing in open court.

The DJRP works daily with the VWC and cross checks the status of cases as appropriate to insure continuity of effort.

A monthly consolidation is made between the DJRP and the VWC to insure that all cases heard in court during the preceding month have been addressed and logs from both offices are compared on a case by case basis. This interface has greatly enhanced the efficiency of both offices all of which has positively impacted on the welfare of the victim.

"Lost victims" are also checked by the VWC in those instances where mail is returned as "undeliverable".

I—*Sheriff's Office*. The Sheriff's Office provides direct support to the Juvenile Judge/DJRP and is particularly effective in serving Rules to Show Cause in arrears cases.

The Juvenile Judge has directed that all delinquent cases within the County be personally served by the Sheriff and it is by this means that the provisions of the court order are enforced.

The DJRP directly interfaces with the Sheriff's Office and works closely with members of the Warrant Squad, Writ Section and other sections to insure that updated information is provided and that monies collected as a result of writ action is properly annotated and disbursed.

SECTION IX—Processing of the Judgment Restitution Order

The Judgment Restitution Order is both a Judgment and a Stay of Execution and is used by the Master and the Judge to provide a working document to reflect the assessment of restitution resulting from hearings in open court.

The judgment portion of the order is completed by the Juvenile Master/Judge on the day of the court hearing. The names and addresses of the respondents and the amount of restitution portions of the order are completed by the Juvenile Master/Judge prior to excusing the parties from the courtroom.

The Judgment Restitution Order along with the juvenile jacket are then hand carried by the respective bailiffs to the DJRP for completion of the "Stay of Execution Portion of the Order."

The DJRP completes the Stay of Execution portion after meeting face to face with the victim, respondent and/or attorneys.

The DJRP determines the amount of monies to be paid each month, the time frame in which the monies will be paid, and whether the monies will be paid through the court or through the County Accounting Office and enters this information on to the order. Phone numbers and special payment instructions are also added.

Signature of the respondent is obtained for subsequent use in court if payments are not made as promised.

If payment is made in cash the signature of the victim receipting for the cash is also obtained.

Copies are provided to all parties. Any party not physically present is mailed a copy and follow up action is effected via separate correspondence.

The County Accounting Office is provided a copy of all orders involving cases to be processed through this mode of payment.

Suspense copies and backup paperwork/forms are appended to the DJRP's copy for appropriate followup by the DJRP.

Upon completion of the order by the DJRP the original copy of the order and the juvenile jacket are then hand carried to the originating Juvenile Master/Judge for Court Clerk entries and signature of the Juvenile Judge if the judgment and payment portions are to be executed. Normally, the Judge's signature is only affixed in cases being processed through the County Accounting Office.

SECTION X—Determining the Payment Plan

The DJRP determines the payment plan based on the immediate needs of the victim and the respondent's/parent's ability to pay. Verification of interview information is made as the DJRP sees fit.

Normally, the DJRP endeavors to pay the victim on the day of the court hearing, not only to expedite the payment to the victim but also to save the respondent/parents the additional accounting fees that are charged if the monies are not paid on the day of the court hearing.

The DJRP interviews the respondent and/or their attorney to determine the amount, source and regularity of income. The total financial status of the respondent is taken into account in an effort to insure that all monies that can be utilized to pay the victim are, in fact, taken in to account without adversely impacting on the respondent's family integrity.

In order to effectively function, the DJRP must take charge of the interview sessions and confidently and compassionately pursue the payment process to the best interests of all concerned. Otherwise, the victim's position is, "I want to be paid immediately" and the respondent's position is, "I am unable to pay any money at this time". The solution to this situation is to get the facts and proceed accordingly keeping in mind that, as a bottom line, the victim must be paid.

As a general rule, monies of less than one hundred dollars are either paid on the court date or within thirty days thereafter; assessment of one hundred to five hundred dollars are paid in several payments within six months, and, monies of over five hundred dollars are paid on a monthly basis in as large an incremental payment as the respondent's budget will afford.

Judgments without stays are rendered only when all other efforts have failed.

SECTION XI—Payment of Restitution Monies Through The County Accounting Office and the DJRP

Restitution monies are directed to be paid by the DJRP either through the County Accounting Office or through the DJRP. The major concern in determining the method of payment is: one, the rapidity of payment to the victim; and, two, the financial resources of the respondent/parents.

Wherever possible, the victim is paid through the DJRP since this method expedites payment of monies to the victim and is the cheapest mode of payment for the respondent.

A—The County Accounting Office Method. As a general rule, the Juvenile Court utilizes the services of the County Accounting Office in all cases which require monthly payments. The primary reason for this is lack of court resources to administratively track the payments made in this manner.

The DJRP formally advises the County Accounting Office of cases entering the system via transmittal letter which is prepared each Friday and hand carried to the County Accounting Office along with County Accounting Office copies of orders.

Applicable twenty-five dollar Accounting Fees for cases paid through the DJRP on other than the court date are also hand carried via transmittal report to the County Accounting Office for crediting to a fund set up for this purpose. These fees, along with the fifty dollar fees initially charged for each case which enters the County system pay, in-part, the salary of the DJRP and help to offset the administrative cost to the County associated with processing the account through the County computer.

The County Accounting Office establishes each new account into the County computer and assigns the account a subsidiary number for subsequent tracking/monitoring of payments.

Every six months the County provides the victim and respondent an updated voucher which reflects the status of their account.

Payments are collected monthly and disbursed to the victim via County check every six months. The reason for this lump sum check rather than an every month check is lack of resources, primarily computer time.

At the Court's request, the County Accounting Office provides a monthly printout (Paid Listing) to the DJRP which reflects the payment status of each case.

The County also provides, approximately every thirty days, an Arrears Listing which reflects those accounts which are behind in their payments. It is from this listing that the DJRP/Juvenile Judge pursues cases and, if necessary, issues Rules to Show Cause, Writs of Arrest, etc.

Upon receipt of the final payment the County Accounting Office issues a "Paid Voucher" to the parties concerned. A copy of this voucher is provided to the DJRP from which he issues an "Order of Satisfaction". This order removes the previously rendered judgment from the County Land Records and closes the court's interest in the case.

The DJRP directly interfaces with the County Accounting Office, with the Restitution Accounts Manager and also directly interfaces with the County Accounting Office's Administrative Office on all policy related issues.

B—Payment Through the DJRP. Where possible, and for the reasons previously stated, the DJRP directs payment of court directed restitution monies through his office in the courthouse.

The DJRP suspenses all payments being made in this manner and initiates vigorous follow up in any and all cases where monies are not paid as ordered.

Upon receipt of directed monies (which are paid via check or money order in victim's name) the DJRP prepares an acknowledgment letter to the respondent and a cover letter to the victim, photocopies the payment and forwards the monies to the victim. Copies of the photocopied letters

are filed in the juvenile jacket to reflect receipt and forward of court directed monies. The above action is handled on a daily basis.

The DJRP will, for cogent reasons approved by the Juvenile Judge, issue Amended Court Orders and extend payment provisions in both systems.

All cases and all monies received are "logged" for accountability and weekly monitoring by the DJRP. Monthly totals are prepared for review and analysis by the Juvenile Judge and other interested agencies.

Payments made through the DJRP account for approximately eighty percent of the restitution cases processed in Juvenile Court. During the period July 1, 1982 through September 30, 1984, over twelve hundred cases were processed in this manner.

SECTION XII—Monitoring of Restitution Payments

The DJRP monitors payments made through both his office (i.e., payments paid through the court) and those payments made through the County Accounting Office.

A—*Via the DJRP.* The great majority of payments directed to be paid through the Court are, in fact, paid in a timely fashion. The DJRP maintains a log to monitor the status of each case that reflects such information as the log number, juvenile assistance number, name of respondent, name of victim, payment due date and other pertinent information.

Payments for those cases being paid through the court are sent directly to the DJRP via daily mail delivery using self-addressed envelopes that are given to the respondent for this purpose on the day of the court hearing.

Upon receipt, the DJRP pulls the suspense copy of the court order and annotates both the log and the DJRP's copy of the court order with the payment date, amount, money order or check number, and other pertinent information.

Separate letters are then prepared by the DJRP to acknowledge receipt of the payment and the check or money order is photocopied for filing in both the juvenile jacket and the DJRP file.

The court allows restitution payments to be made to the court by means of a personal check. In those handful of instances where the check has failed to clear the bank, the DJRP has taken immediate follow up action via a special letter devised for this purpose. This letter has brought in (via money order) all monies due.

Cases that were directed to be paid through the DJRP which are not paid on time are pursued in accordance with Section XIII below.

B—*Via the County Accounting Office.* As previously stated, cases being paid on a monthly basis are entered into the County Accounting Office computer for bookkeeping purposes and subsequent issuing of a County check. The great majority of these cases are also paid in a timely manner. Normally, the County Accounting Office will cut a County check to the victim upon receipt of the final payment or in a lump sum fashion every six months.

Approximately every thirty days the County Accounting Office sends, via messenger, to the DJRP both a computerized Paid Listing and a hand written Arrears Listing. These listings provide the working suspense copies that are utilized by the DJRP to track the payment/arrears status of each County Accounting Office Restitution case, and are initially screened by the DJRP upon receipt.

The DJRP uses these listings to answer telephone and written queries received from both the victims and the respondents. Any discrepancies or queries which the DJRP cannot immediately resolve are subsequently resolved by the DJRP with the Accounting Supervisor.

Both of the above listings use a five digit "Account Subsidiary Listing Number" which identifies the account in numerical order for easy reference. Updated information is provided with each new listing.

Arrears Listings provide the principal source document for follow up action on County Accounting Office cases and are utilized extensively by the DJRP to testify in open court on cases ordered into court for late payment.

SECTION XIII—Follow-Up Effort of Non-Payment Cases

A—*DJRP (Court Paid Cases)*. Less than ten percent of cases directed to be paid through the DJRP fail to come in to the DJRP in a timely fashion.

The DJRP keeps a weekly suspense on all monies due to be paid through him to the victim. If a week has elapsed and directed monies have not been received, the DJRP initiates a follow-up letter to the respondent directing the payment of previous monies within a fifteen day period. A carbon copy of this letter is provided to the victim so that he can be aware of the status of his case. If at the end of that period of time monies still have not been paid, the DJRP initiates follow-up effort through the Sheriff via a Rule to Show Cause and pursues the collection effort before the Judge in open court.

B—*County Accounting Office Cases*. Upon receipt of the County Accounting Office Arrears Listing, the DJRP briefs the Juvenile Judge and a "Rules Date" is established approximately four to five weeks later to hear arrears cases.

Within several days after receipt of the Arrears Listing the DJRP prepares "Rules to Show Cause" (see sample in Section XVII) for personal service by the Sheriff.

From the date of receipt of the Arrears List to the actual "Rules Day", the DJRP works directly with the County Accounting Office Accounts Clerk to pick up the receipt of any payments received prior to the DJRP physically going in to court on the Rules Day to pursue the collection effort before the Juvenile Judge either via payment in court of the subsequent issuance of a writ of arrest, if the person fails to appear.

Effective January 1, 1984 the DJRP initiated a new follow-up letter on delinquent County Accounting Office accounts that advises respondents of the arrears and warns them of the consequences if payment is not made by the directed date. Heretofore, the Rule to Show Cause had been used exclusively for this purpose but at this point in time the need for personal service by the Sheriff has had the desired effect and will only be used in the future for chronic or extreme cases.

C—*Follow-Up Letters (Current)*. The DJRP currently writes a wide variety of follow-up letters, all of which are designed either to keep the victim and/or respondent informed or to force the payment of monies previously directed by the court to be paid.

At the present time all of this correspondence is hand written by the DJRP and individually typed for subsequent signature by the DJRP. Although this method is time consuming and will be enhanced in the future via utilization of dictation equipment and imprinted form letters, a personal signature is deemed to be an important aspect of the success of the collection effort and will be continued.

All written correspondence is typed on DJRP stationery and mailed in court indicia envelopes which enhances the collection image as an official arm of the court.

Utilization of follow-up letters is a must and has enabled the DJRP to not only achieve the desired results insofar as the collection of monies owed to victims but also to document the juvenile jacket for subsequent use by the DJRP, State's Attorney and the Juvenile Judge if and when the case reaches open court.

D—*Issuance of a Rule to Show Cause*. As mentioned above, Rules to Show Cause are issued for restitution cases in arrears in the County Accounting Office system and for DJRP cases which are in arrears and remain unpaid after the expiration date directed in the follow-up letter.

The Rule to Show Cause is issued for both the respondent and the parent(s)/legal guardian and is signed by the DJRP and the Juvenile Judge. Certified true copies are made for personal service by the Sheriff's Deputies.

The original copy of the Rule to Show Cause is filed in the juvenile jacket and a certified true copy is made for each person named in the Rule plus a certified true copy for the Sheriff's file.

Coordination is effected by the DJRP with the Deputy Chief Bailiff (Police Liaison Officer) to provide Sheriff's service in jurisdictions in Maryland which are outside the boundaries of Prince George's County. Respondents living in the District of Columbia are mailed copies of Rules as the Sheriff does not have the authority to personally provide this service in Washington, D.C.

The Rule to Show Cause provides for payment to either the DJRP or the County Accounting Office (for County Accounting Office cases) up to 3 days prior to the Rules Day in lieu of appearing in court. Subsequent to this date and prior to the Rules Day monies are collected by the DJRP.

On the second day prior to the Rules Day the County Accounting Office provides a "final listing" of all monies received on Rules cases and telephonically updates the DJRP up to the morning of the Rules Day of any last minute monies received.

Any payment information received by the DJRP from the County Accounting Office that impacts on the Sheriff's service aspects of the case is relayed by the DJRP to the Sheriff's Office to "quash" the Rule or take other action directed by the DJRP.

On the morning of the Rules Day, the Sheriff provides an updated listing as to whether or not the Rule was served for use by the DJRP in open court. Rules not served by the Sheriff are discharged by the Judge based on recommendations made by the DJRP in open Court. Cases in which Rules have been issued and paid prior to the Court date are quashed by the Juvenile Judge based on testimony to that effect by the DJRP.

Cases not resolved by court action are returned to the DJRP for pursuit/investigation by the DJRP.

E—Court Action. Rules Day produces three main types of action in open court: Payment of directed monies on the court date; the issuance of writs of arrest for persons failing to appear; and, a continuation of the rule for these persons who legitimately need extra time to pay.

Respondents who appear in court on the Rules Day are called in open court on a case by case basis. Physically present in the courtroom are the Juvenile Judge, the DJRP, the Court Reporter, the Courtroom Clerk, the Bailiff and a Deputy Sheriff.

Payment in Court.—Those individuals who appear before the Judge and who pay monies to the Judge's satisfaction are excused from court. These monies (cash, check or money order) are receipted for by the DJRP and subsequently dispersed by the DJRP on the day following the Rules Day.

Arrears monies for victims being paid through the County Accounting Office cases are forwarded to the County Accounting Office via the weekly letter of transmittal.

Arrears monies initially scheduled to be paid to victims through the DJRP are forwarded on to the victims by the DJRP via cover letter after telephonic notification that monies have been received by the court.

Writs of Arrest.—Writs of Arrest are normally issued by the Juvenile Judge based on recommendations by the DJRP in each case where the Rule has been properly served by the Sheriff and the respondents have failed either to pay the monies prior to the Rules Day or failed to appear in court on the directed date.

Writs of Arrest usually provide a cash bond in the amount of the arrearage as stated in the rule.

Writs of Arrest are served by the Sheriff's Office Warrant Squad. Respondents arrested after normal business hours (i.e., 8:30 a.m. to 4:30 p.m.) are presented to the Commissioner's Office (open twenty-four hours a day). Any monies paid are subsequently forwarded on to the DJRP via the Commissioner's Office.

Bonds.—The Juvenile Judge issues two basic types of bonds, Personal and Cash.

a. *Personal Bonds.* Personal Bonds are issued by the Juvenile Judge in those instances where the party to the Restitution Hearing has been directed to appear but has no legal responsibility to pay restitution monies themselves.

b. *Cash Bonds.* Cash bonds are utilized by the Juvenile Judge in two types of circumstances; where the respondent has been served by the Sheriff with a Rule to Show Cause

and failed to appear on Rules Day; and, where the respondents have been in Court on a Rule, have made further arrangements to pay, have had their case continued to the next Rules Day, and have failed to appear at the subsequent hearing.

In those instances where the individual failed to appear in court the amount of the cash bond is usually the amount of arrearage stated in the Rule to Show Cause.

SECTION XIV—Termination of Restitution Cases

Restitution cases are closed by the DJRP under one of three ways: via payment in full; lifting the Stay of Execution on the Judgment; or via other court ordered action.

A—*Payment in Full.* Upon receipt of final monies ordered by the court, the DJRP closes the case by rendering either an Order of Satisfaction (County Accounting cases) or the writing of a Paid and Satisfied Letter (DJRP/Court cases). Copies of these orders/letters are placed in the juvenile jacket and in the case of the Order of Satisfaction, a docket entry is made to the jacket for subsequent removal of the judgment from the County Land Records.

1—*County Accounting Office Cases.* The DJRP is notified of final payment of the court ordered restitution via receipt of his copy of the "Paid Voucher" from the County Accounting Office.

Upon receipt of this Voucher, the DJRP pens in the name of the respondent(s) and verifies the amount of monies paid by the County to the victim by penning in this figure for subsequent typing of an Order of Satisfaction.

The Order of Satisfaction is a court order that is signed by the DJRP and the Juvenile Judge and signifies to all parties that the court ordered restitution has been paid in full to the court's satisfaction.

Once signed, the original copy of this order is filed in the juvenile jacket as indicated above. Copies of the order are sent by the DJRP to both the victim and the respondent, the DJRP for his file and to the Supervisor of the Juvenile Clerk who, upon receipt of her copy, coordinates with the County Land Records Office to remove the previously rendered judgment from the records.

The DJRP's copy of the order is appended to his copy of the previously issued order and allied correspondence, log is annotated and the material is filed in the DJRP's "Order of Satisfaction" file.

2—*Cases Paid-Directly Through the DJRP.* Final payments made directly to the DJRP for cases directed to be paid in this matter are processed along similar lines.

However, in these type cases the judgment portion of the court order never has been signed by the Juvenile Judge. Consequently, upon receipt of payment/final payment the DJRP sends out to the respondent a "Paid and Satisfied" letter, a copy of which is placed in the juvenile jacket along with a photocopy of the check or money order which satisfied the original court order.

The DJRP's log is also noted and the paid and satisfied letter and allied correspondence is retained by the DJRP in a file established for this purpose.

B—*Via Lifting of the Stay of Execution and Rendering of the Judgment.* In a few cases (less than two percent) the judgment is rendered by the lifting of the stay when all other attempts of collecting the monies have proven unsuccessful.

These type cases usually involve instances where the respondent has committed serious offenses subsequent to initial restitution hearings and has been arraigned and waived to Adult Court or committed by the Juvenile Judge for extended periods of time.

C—*Via Other Court Related Actions.* Periodically, circumstances arise in juvenile restitution cases other than those above where it also becomes necessary to close the case prior to receipt of the final payment. Examples of these actions are: the respondent's filing a bankruptcy petition; death of the respondent; incapacitating injury and similar circumstances beyond the control of the Juvenile Court.

In these instances, the Juvenile Judge issues an appropriate court order to amend the original Judgment Restitution Order. Copies of these Amended Court Orders are sent to all parties concerned to include the County Accounting Office, if appropriate.

The DJRP annotates his log and makes appropriate distribution of such cases prior to closing his interest in the matter and retains the information in his files. Original copies of these orders are retained in the juvenile jacket.

SECTION XV—Public Affairs/Release of Juvenile Information

The Juvenile Restitution Program has generated a great deal of public interest and at the same time has also generated a number of media inquiries/articles in *The Washington Post*, *The Prince George's Journal* and several nationwide local government oriented magazines.

Generally speaking, juvenile information of a specific nature is not released to anyone other than the victim and the respondents themselves.

However, overall, it is to the best interest of the court to maintain a close working relationship with the media who have an opportunity in a public forum to make the general public aware of the crime victim's plight and to stress the theme that juvenile crime does not pay.

Along this line, the Juvenile Court has stressed the basic philosophy that primary responsibility for properly raising children rests with the parent(s). Should the child break the law, action will be taken by that Juvenile Judge to mete out applicable treatment and, where appropriate, to hold the parents responsible for this misconduct. Further, if the nature of the juvenile's conduct results in assessable damage to the victim, the juvenile and the parent(s) will be responsible under the applicable provisions of the law to repay the victim for these losses.

Therefore, it becomes important to "sell this story" in the community and solicit the support of the community through the media and in other public forums in order to help make the community a better and safer place for all to live.

SECTION XVI—Job Description of DJRP and Restitution Officer

POSITION DESCRIPTION PERFORMANCE STANDARDS Prince George's County, Md.		1. Department/Division Circuit Court - Juvenile	2. O/D Code 0504	3. Pos. No. 00066
4. Name CUSTER, Robert W.		5. Class Title Administrative Assistant IV		6. Grade G33
		7. Working Title Juvenile Restitution Officer		
8. Place of Work (building, address) Court House, Upper Marlboro, Md.			9. Working Hours from 8:30 A.M. to 5:00 P.M.	
10. Name and title of person from whom you receive supervision or direction Juvenile Administrative Judge				
11. Names and titles of persons supervised by you, if any None				
12. POSITION DESCRIPTION — Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left. Use A, B, C, etc.		13. PERFORMANCE STANDARDS — For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards. Use A1, A2, A3, B1, B2, etc.		
%				
<u>MINIMUM QUALIFICATION REQUIREMENTS</u> 1. College graduate with degree in Sociology/Psychology/Administration of Justice. 2. Incumbent must have a minimum of 3 years of extensive agency level experience in the formulation and implementation of written policies and procedures and the ability to coordinate these procedures with various Federal, State and local governments. Must be able to understand, and interpret a variety of regulatory guidance and to write a wide range of letters, memoranda, training directives and policies and procedures. Must have a thorough knowledge of automated data processing equipment and its application to administrative functions. Incumbent must be able to make public speeches and to brief people from all walks of life. Incumbent should have a thorough knowledge of credit and customer relations procedures as they relate to payment of monies owed the Court.				

12. Position Description (continued)

13. Performance Standards (continued)

3. Must have an understanding of the system, methods and administrative machinery for accomplishing the work of an organization.
4. Must be able to analyze problems and apply sound judgment in assessing the practical implications of alternative solutions.
5. Must have the ability to communicate with others effectively, both orally and in writing and the capacity to use these knowledges and abilities in resolving the problems presented by the assignment.
6. Must have the ability to supervise and evaluate the work of others.
7. Must have skill in coordination, using participative management techniques.
8. Must be able to operate independently with limited resources and still provide a quality product.
9. Must be stable under stress and able to function under changing conditions as the priorities of the Court dictate.

ADMINISTRATION

Responsible to serve as Administrative Assistant to the Juvenile Administrative Circuit Court Judge for Prince George's County, Maryland and to insure that efficient operations and procedures are implemented and followed in the area of Juvenile restitution.

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee	Date	Supervisor	Date	Department Head	Date
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Required to exercise a high degree of independence in administrative management, which requires working under the general supervision of the Juvenile Administrative Judge who gives assignments in broad terms of the objectives desired. The Judge has delegated authority for independent office operation with completed work being evaluated in terms of results accomplished, sound decisions and timely accomplishment.

1. Responsible to hold conferences and conduct seminars for selected high level Federal, State and local officials from Region III and subsequently nationwide.
2. Responsible to brief State Governors, Legislators and other key personnel throughout the Country in support of the Juvenile Restitution Program.
3. Responsible to prepare lesson plans, training schedules and other training packages, in support of various seminars and briefings.
4. Responsible to write the Federal Policies and Procedures allied with the Juvenile Restitution Program.
5. Responsible to interface with the media and field queries pertinent to the Juvenile Restitution Program.

APPROVALS

Employee	Date	Supervisor	Date	Department Head	Date

12. Position Description (continued)

13. Performance Standards (continued)

OTHER DUTIES

A. Responsible to formulate and implement policy based on general guidance provided by the Juvenile Administrative Judge using broad discretion in carrying out a wide range of duties.

1. Works directly with the Juvenile Administrative Judge to resolve restitution issues and effects policy resulting from these meetings.

B. Required to work with a broad spectrum of people from all walks of life in establishing restitution to victims resulting from Juvenile acts that result of damages being awarded by the Court.

C. Required to work directly with Juvenile Court Judges, the Juvenile Master, Bailiffs, numerous other Court officials, police from various jurisdictions, attorneys, respondents, victims, and other community personnel requiring personal competence, tact and knowledge of all such Juvenile restitution matters.

D. Responsible to draft letters to financial and insurance institutions and other affected personnel and answer queries from the general public. Required to research Juvenile Court records and provide information to written and telephone queries.

E. Required to work directly with the Prince George's County Government Account officials in establishing restitution payment policies and procedures.

F. Responsible to appear in Court as required and write restitution portions of restitution orders.

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee	Date	Supervisor	Date	Department Head	Date
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12. Position Description (continued)

13. Performance Standards (continued)

G. Required to provide continuity of operation between current restitution program and previous programs making on the spot decisions to insure continuity of effort and resolution of program problems as they occur.

H. Responsible to supervise the collection effort and distribution to affected parties of monies generated from either of the existing systems.

I. Responsible to remember and execute numerous hasty instructions with only occasional follow up required by the Judge.

J. Responsible to establish and maintain records and reports as required. Prepares reports and documents as required.

1. Prepare, maintain and forward records and reports as required.

K. Required to file incoming and outgoing correspondence and related reference material in accordance with the established filing system.

1. Maintains all files accurately and orderly in accordance with the Court and Judge's responsibilities.

L. Responsible to render confidential assistance to the Court and Judge.

1. Responsible for ensuring personal use of extreme tact and discretion in maintaining the confidentiality of appropriate letters, records, reports, forms, case files and memoranda received or used.

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee	Date	Supervisor	Date	Department Head	Date
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12. Position Description (continued)	13. Performance Standards (continued)
<p>M. Responsible for the security of confidential court records.</p> <p>N. Willingly and cooperatively performs tasks and duties assigned which may not be specifically listed in position description, but are within the general occupational category and responsibility level typically associated with the employee's class of work.</p>	

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

<p><i>James A. Quinn</i> 8/30/83</p> <p>Employee Date</p>	<p><i>James A. Quinn</i> 8/30/83</p> <p>Supervisor Date</p>	<p><i>Robert W. McCarthy</i> 8/30/83</p> <p>Department Head Date</p>
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POSITION DESCRIPTION PERFORMANCE STANDARDS Prince George's County, Md.		3. Department Division Circuit Court - Juvenile		4. Grade 0504	
4. Name JUDD, Doris M.		5. Class Title Administrative Assistant II		6. Grade G 27	
7. Working Title Juvenile Restitution Officer		8. Place of Work (building, address) Court House, Upper Marlboro, MD		9. Working Hours from 8:30 a.m. to 5:00 p.m.	
10. Name and title of person from whom you receive supervision or direction Director, Judgment Restitution Program					
11. Names and titles of persons supervised by you, if any None					
12. POSITION DESCRIPTION — Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left. Use A, B, C, etc.			13. PERFORMANCE STANDARDS — For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards. Use A1, A2, A3, B1, B2, etc.		
<u>ADMINISTRATION</u> Responsible to serve as Administrative Assistant to the Director, Judgment Restitution Program for Prince George's County, Maryland and to insure that efficient operations and procedures are implemented and followed in the area of juvenile restitution. Responsible to perform administrative and personnel functions in the area of juvenile restitution. Required to exercise a high degree of independence in administrative management, which requires working under the general supervision of the Juvenile Administrative Judge and the direct supervision of the Director, Judgment Restitution Program who give assignments in broad terms of the objectives desired.					
<u>DUTIES</u> A. Responsible to formulate and implement policy based on general guidance provided by the Juvenile Administrative Judge and the Director, Judgment Restitution Program using					

12. Position Description (continued)

13. Performance Standards (continued)

broad discretion in carrying out a wide range of duties.

1. Works directly with the Juvenile Administrative Judge to resolve restitution issues and effects policy resulting from these meetings

B. Required to work with a broad spectrum of people from all walks of life in establishing restitution to victims resulting from juvenile acts that result from damages being awarded by the Court.

C. Required to work directly with Juvenile Court, Judges, the Juvenile Master, Bailiffs, numerous other Court officials police from various jurisdictions, attorneys, respondents, victims and other community personnel requiring personal competence, tact and knowledge of all such juvenile restitution matters.

D. Responsible to draft letters to financial and insurance institutions and other affected personnel and answer queries from the general public. Required to research Juvenile Court records and provide information to written and telephone queries.

E. Required to work directly with the Prince George's County Government Accounting officials in establishing restitution payment policies and procedures.

F. Responsible to appear in Court as required and write restitution portions of restitution orders.

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee	Date	Supervisor	Date	Department Head	Date
				<i>Robert W. McCallister</i>	<i>10/17/82</i>

12. Position Description (continued)

13. Performance Standards (continued)

G. Required to provide continuity of operation between current restitution program and previous programs making on the spot decisions to insure continuity of effort and resolution of program problems as they occur.

H. Responsible to supervise the collection effort and distribution to affected parties of monies generated from either of the existing systems.

I. Responsible to remember and execute numerous hasty instructions with only occasional follow-up required by the Judge.

J. Responsible to establish and maintain records and reports as required. Prepares reports and documents as required

1. Prepare, maintain and forward records and reports as required.

K. Required to file incoming and outgoing correspondence and related reference material in accordance with the established filing system.

1. Maintains all files accurately and orderly in accordance with the Court and Judge's responsibilities.

L. Responsible to render confidential assistance to the Court and Judge.

1. Responsible for ensuring personal use of extreme tact and discretion in maintaining the

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

Employee	Date	Supervisor	Date	Department Head	Date
				<i>Robert G. McLaughlin</i>	10/17/83

12. Position Description (continued)

confidentiality of appropriate letters, records, reports, forms, case files and memoranda received or used.

M. Responsible for the security of confidential court records.

N. Willingly and cooperatively performs tasks and duties assigned which may not be specifically listed in position description, but are within the general occupational category and responsibility level typically associated with the employee's class of work.

13. Performance Standards (continued)

APPROVALS

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

<i>Doris M. Judd</i>	<i>10/17/83</i>	<i>John A. Quinn</i>	<i>10/17/83</i>	<i>Robert W. McCallister</i>	<i>10/18/83</i>
Employee	Date	Supervisor	Date	Department Head	Date

SECTION XVII (A)—Forms

- 1—Judgment Order (sample)
- 2—Judgment Restitution Log (sample)
- 3—Victim Master File Index (sample)
- 4—Respondent Master File Index (sample)
- 5—Respondent/Victim Background Forms
 - a. Restitution Fact Sheet (sample)
 - b. Financial Worksheet (sample)
 - c. Deferred Payment Agreement (sample)
- 6—Payment Instructions for Respondents Paying Monies Through The County Accounting Office (sample)
- 7—Agency/Activity Collection/Transmittal Report (sample)

Please send two checks/money orders payable as follows:
 1. 12/31-84 financial one for \$207.20 payable to "Quysman Chevrolet Co Inc"
 2. one for \$25.00 payable to "Prince Georges County" CF: @ MD RS atty

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

MATTER OF:

JA. No. 130-84

This matter having been heard by the Court, it is this 24th day of Jan, 19 84, by the Circuit Court for Prince George's County, Maryland,

ORDERED, that the Clerk of the Court enter a judgment in favor of Quysman Chevrolet Co. Inc. of 40 Frank Katen against 4400 Broward Ave Manassas Hts, Md 20748 of [REDACTED] in the amount of \$207.20.

Ann R. [Signature]
MASTER

JUDGE

ORDER OF COURT
STAY OF EXECUTION

Upon recommendation of the Judgment Restitution Officer, it is this 24th day of January, 19 84, by the Circuit Court for Prince George's County, Maryland,

- ☐ 1. ORDERED, that the Court directed restitution be paid this date-no judgment to be entered. Accounting fee waived; or
- ☒ 2. ORDERED that a Stay of Execution of such judgment be ordered and that payments be made to the Judgment Restitution Officer in the victim's name within thirty days. A one time twenty five dollar fee is assessed payable to "Prince George's County", which is to be forwarded to the Court, along with the restitution payment in the self-addressed envelope provided for this purpose; or
- ☐ 3. ORDERED, that a stay of execution of such judgment be ordered conditioned upon the receipt of payments on the following schedule:

DATE DUE	AMOUNT
<u>3/27/84</u>	<u>207.20</u>

FURTHER ORDERED, that a cost of \$50.00 be assessed against the payors and that such costs will be deducted from the first payment and that payments be made through the Accounting Division, Office of Finance, Court Administration Building, Upper Marlboro, Maryland 20772, Attention: Restitution Accounts. Additional semi-annual accounting fees of \$25.00 will be added if restitution period exceeds six months.

FURTHER ORDERED that the Stay of Execution be set aside if payments are not made as ordered; and

FURTHER ORDERED that the parties listed herein shall notify the Director, Judgment Restitution Program (952-4330) of any change of address or telephone number during the pendency of this order.

NW [Signature]
Director

JUDGE

Payor

Payee

DIRECTOR, JUDGMENT RESTITUTION LOG

<u>NO.</u>	<u>JA NUMBER</u>	<u>DATE</u>	<u>RESPONDENT'S NAME</u>	<u>VICTIM'S NAME</u>	<u>STATUS/DISPOSITION</u>	<u>PAYMENT STATUS</u>
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JA FILE NUMBER

DATE

VICTIM MASTER FILE INDEX CARD

NAME

Last

First

Middle

ADDRESS

WORK NUMBER

HOME NUMBER

TOTAL RESTITUTION

RESPONDENT'S NAME

STATUS/DISPOSITION

JA FILE NUMBER

DATE

RESPONDENT MASTER FILE INDEX CARD

NAME

Last

First

Middle

ADDRESS

WORK NUMBER

HOME NUMBER

TOTAL RESTITUTION

VICTIM'S NAME

STATUS/DISPOSITION

RESTITUTION FACT SHEET

JA# _____
DATE _____

RESPONDENT:

Name _____

Address _____

Phone _____

DOB _____

PARENTS:

Name _____

Address _____

Phone _____

Relationship to Child _____

VICTIMS

Name	Address	Phone	JA#	Total Owed	Rate
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Restitution Amount _____

Overall Payment Rate _____

Amount of Restitution Money Paid This Date _____

Balance of Restitution Monies Owed _____

Amount of Court Costs Paid This Date _____

FINANCIAL WORKSHEET

Child's Name _____

JA# _____

Parent's Name _____

Relationship _____
to Child _____

ASSETS

Home

Own/Rent (Circle One)
Value _____

Auto

Savings (Bank/Account Number)

Checking (Bank/Account Number)

Other:

TOTAL

DEBTS

Home

Auto

Other Loans:

EMPLOYMENT

Name of Employer _____

Address: _____

Phone Number _____

Wages _____

How Long Have You Been Employed _____

DEFERRED PAYMENT AGREEMENT

Date.

In order to have the judgment that was entered against us in
JA. _____ stayed, we agree to the following terms:

- ☐ 1. To make payments as directed in the Order of Stay.
2. To pay \$50.00 to cover the cost of deferred payments with
additional \$25.00 semi-annual accounting fees if restitution
period exceeds six months.
3. To pay \$50.00 in attorney's fees if we default on our pay-
ments at some later date.
- ☐ 1. To pay restitution in full by _____
through the Director, Judgment Restitution Program with a
one-time fee of \$25.00.
2. To pay \$50.00 in attorney's fees if we default on our pay-
ments at some later date.

Witness:

R. W. Custer,
Director, Judgment Restitution Program

PRINCE GEORGE'S COUNTY, MARYLAND
AGENCY/ACTIVITY COLLECTION/TRANSMITTAL REPORT
* (READ ADM. PROC. 346/INSTRUCTIONS ON BACK)

PAGE 1 of 1

TO: DIRECTOR OF FINANCE/TREASURY

AMOUNT OF COINS (A) None

AGENCY Juvenile Court, Judgment Restitution AMOL

AMOUNT OF CURRENCY (8) None
Money Order

BUILDING/ROOM NO. Courthouse, Ground Floor

AMOUNT OF CHECKS (C) \$50.00

PREPARED BY/TELE. NO. Robert W. Custer, x4330

TOTAL OF A. B. C. \$50.00

DATE PREPARED January 6, 1984

* * * * *

TOTAL DEPOSIT SLIPS* _____

BANK NUMBER*

TO BE COMPLETED BY
TREASURY PERSONNEL

DR NUMBER

TOTAL MONEY AND
DEPOSIT SLIPS _____

[illegible]

ORIGINAL AND ONE COPY TO TREASURERS COLLECTING AGENCY KEEP A COPY

SECTION XVII (B)—Listings

- 1—Arrears Listing (sample)
- 2—Computerized Paid Listing (sample)

Restitution Status Report
For Cases Past Due (Arrears List)
As of 6/24/83

			1	2	3	4	
1	81193	JA 3147-82 NEW CASE	11166	6/17			1
2							2
3	81311	JA 2986-82	5000	4/20			3
4		RECEIVED	5000	5/20			4
5			5000	6/20			5
6							6
7	81315	JA 3421-80 NEW CASE	5000	5/23			7
8							8
9	81316	JA 102-83	1805	5/24			9
10	*	4/24 PD per AOL 6/23					10
11	81317	JA 3192-82	1000	4/25			11
12	(*)	10.00 PD	(3500)	5/25			12
13							13
14	81318	JA 3171-82 10.00 PD	1000	4/25			14
15	(*)		(3500)	5/25			15
16							16
17	81321	JA 189-83	2000	3/8			17
18	*	Rule from 5/70 List	2000	4/8			18
19		showed 4/8 & 5/8 installments	2000	5/8			19
20		owing - 6/23 last showed 3/8 & above	2000	6/8			20
21							21
22	81322	JA 586-82	10000	3/10			22
23		Rule Not Issued	9918	6/10			23
24		Re Death of Wife					24
25	81545	JA 3190-82 NEW CASE	1000	4/2			25
26							26
27	81689	JA 125-83 Writ Killed 7/20	7633	5/17			27
28	*	no fm any rule	7633	6/17			28
29							29
30	81912	JA 127-83	7633	4/23			30
31	***		7633	5/23			31
32							32
33	81813	JA 734-83	1000	5/5			33
34	*		1000	6/5			34
35							35
36	81814	JA 444-83	25833	4/7			36
37	*	PD 5/7 per AOL 6/23					37
38	81815	JA 598-83	4000	5/5			38
39	*		4000	6/5			39
40							40
41	81985	JA 785-83 NEW CASE	2000	6/10			41
42							42
43	81986	JA 786-83 NEW CASE	2000	6/10			43
44							44

PRINCE GEORGE'S COUNTY
SUBSIDIARY FILE REPORT

PAGE 49

CH40BP1

FUND 01 TITLE - GENERAL

AS OF 05/31/83

ACCOUNT NO. 249 TITLE - JUVENILE RESTITUTION

SUBSIDIARY NUMBER	ACTIVITY DATE	DATE AUTHORIZED	DESCRIPTION	ORIGINAL AMOUNT	TOTAL SETTLEMENT AMOUNT	CURRENT BALANCE	D E L
079522	06/03/82	06/01/82	JA 2697-81 [REDACTED]	.00	25.00CR	25.00CR	
079522-001	07/05/82	DRO0031	15.00CR				
079522-002	08/19/82		10.00CR				
079522-003	09/18/82		10.00CR				
079522-004	10/06/82	DRO0134	10.00CR				
079522-005	11/11/82	DRO0178	10.00CR				
079522-006	12/15/82		10.00CR				
079522-007	01/15/83		10.00CR				
079522-008	01/31/83		10.00CR				
079522-009	01/32/83	VC15416	75.00				
079522-010	03/24/83		5.00CR				
079522-011	05/15/83		10.00CR				
		SUB-TOTAL	25.00CR				
079523	06/03/82	06/01/82	JA 780-82 [REDACTED]	.00	.00	.00	X
079524	06/03/82	06/01/82	JA 747-82 [REDACTED]	.00	.00	.00	X
079525	06/03/82	06/01/82	JA 765-82 [REDACTED]	75.00CR	75.00	.00	X
079525-001	07/05/82		170.00				
079525-002	07/05/82		95.00CR				
		SUB-TOTAL	75.00				
079526	06/03/82	06/01/82	JA820-82 [REDACTED]	50.00CR	50.00	.00	X
079526-001	07/05/82		50.00				
079526-002	01/10/83	JE00631	5,924.77CR				
079526-003	01/10/83	JE00631	5,924.77				
		SUB-TOTAL	50.00				
079527	06/03/82	06/01/82	JA835-82 [REDACTED]	109.00CR	109.00	.00	X
079527-001	07/05/82		109.00				
		SUB-TOTAL	109.00				
079528	06/03/82	06/01/82	JA793-82 [REDACTED]	25.00CR	25.00	.00	X
079528-001	07/05/82		50.00CR				
079528-002	08/13/82		16.65CR				
079528-003	09/05/82		91.65				
		SUB-TOTAL	25.00				
079529	06/03/82	06/01/82	JA 781-82 [REDACTED]	.00	.00	.00	X
079530	06/03/82	06/01/82	JA 766-82 [REDACTED]	.00	.00	.00	X
079531	06/03/82	06/01/82	JA 407-82 [REDACTED]	.00	.00	.00	
079532	06/03/82	06/01/82	JA 311-82 [REDACTED]	15.00CR	15.00	.00	X

SECTION XVII (C)—Orders

- 1—Sample Restitution Rule to Show Cause Order
- 2—Sample Restitution Writ
- 3—Sample Amended Order
- 4—Sample Order of Satisfaction

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

IN RE:

DOCKET NO.

Octavia Renee [redacted] Respondent
John [redacted], Party
Lecola [redacted] Party
6519 Hilmar Drive #104
Forestville, Maryland 20747

JA. 993-82
(80778)

RULE TO SHOW CAUSE

It having been brought to the Court's attention that a judgment of restitution in the above case has been stayed pending the receipt of pre-arranged payments, and it appearing to the satisfaction of the Court that the payments have not been received as agreed, and the current arrearage is \$150.00, it is this 27th day of May, 1983, by the Circuit Court for Prince George's County, Maryland, Sitting as a Juvenile Court,

ORDERED that Octavia Renee [redacted], John [redacted] and Lecola [redacted] Show Cause on or before June 28, 1983 why the stay of execution of judgment should not be vacated, and,

IT IS FURTHER ORDERED that the above named parties appear in Court, Contributing, Juvenile and Paternity Division, Ground Floor Courthouse, Upper Marlboro, Maryland, on June 28, 1983 at 9:00 a.m. to answer this Rule and,

IT IS FURTHER ORDERED that the personal appearance of the above named respondent and parties is commanded, and,

IT IS FURTHER ORDERED that this Rule be personally served by the Sheriff of Prince George's County, on the above named respondent and parties.

Robert W. Custer
Director, Judgment Restitution Program
952-4330

NOTICE TO PARTIES

To avoid the necessity of appearing in Court on June 28, 1983, the amount stated above must be received by the County Accounting Office prior to 5:00 p.m., Friday, June 24, 1983. Payments forwarded subsequent to this date will require a Court appearance June 28, 1983. Failure to make the directed payment or appear in Court June 28, 1983 may result in the arrest of the parties concerned.

TELE COPY - 7/1/83

SAMPLE

FILED

JA-596-83

JA-598-83

AUG 29 1983

JUVENILE COURT
CIRCUIT COURT
PRINCE GEORGE'S CO., MD.

ENTERED

DATE 7-2-83

MARYLAND, Sct: State of Maryland

TO THE SHERIFF OF PRINCE GEORGE'S COUNTY, GREETING:

Male
DOB: 10/10/68
562-9519

You are hereby Commanded to attach the body of ERIC D. [REDACTED]
821 Bellevue St., #102, Washington, D.C., 20032
and he immediately have before the Circuit Court
here now holding at Upper Marlboro Town, in and for Prince
George's County, to answer unto the State of Maryland, touching
a certain contempt by him
committed, in failing to comply with an Order of the Circuit
Court for Prince George's County, Maryland. (FAILED TO APPEAR)

Hereof fail not at your peril, and have you then and there this writ

WITNESS, the Hon. Ernest A. Loveless, Jr., Chief Judge of the Seventh
Judicial Circuit of Maryland, the 5th day of July, 1983

Issued this 5th day of July 19 83

Ernest A. Loveless, Jr.
Clerk of the Circuit Court for Prince George's County 37

May be released from Custody by posting a Cash Bond in the amount
of \$215.00, total in both cases.

Recalled
8.23.83

Roccy

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

SITTING AS A JUVENILE COURT

MATTER OF:

[REDACTED]

DOCKET NO.

JA. 1706-82


ORDER OF COURT

In this case, a restitution order was previously entered providing for monthly payments to the County Accounting Office of one hundred and fourteen dollars and forty eight cents to Mr. Tony R. [REDACTED] and ninety four dollars and thirty five cents to Ms. Marie [REDACTED]. It has come to the Court's attention that Mrs. [REDACTED] is not able to continue to make these monthly payments.

Therefore, it is this 25th day of February, 1983, by the Circuit Court for Prince George's County, Maryland, Sitting as a Juvenile Court,

ORDERED that monthly payments of seventy dollars per month be paid in Mr. [REDACTED] case and fifty five dollars per month be paid in Ms. [REDACTED] case until the total amount of restitution owed to each victim is paid in full. Larger incremental payments are both authorized and encouraged.

ORDERED that disbursements be made at six month intervals or upon receipt of final payments which occurs first and that appropriate twenty five dollar accounting fees be collected at six month intervals in each case.


JUDGE

Copies sent by the Court to:

Terry and Ethal [REDACTED] Payor

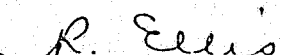
[REDACTED]

Marie [REDACTED] and Tony R. [REDACTED] Payee

[REDACTED]

✓ Restitution Officer

County Accounting Office via TL 35


Robin Ellis, Secretary

RDCW

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS A JUVENILE COURT

MATTER OF:

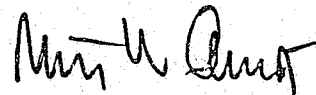
Richard Simms

DOCKET NO.

JA- 3617-79

ORDER OF SATISFACTION

The Clerk of the Court will please note the judgment in the above
captioned case in the amount of \$ 1,610.00 as paid and satisfied
this 16 day of June, 1983.



Robert W. Custer, Director
Judgment Restitution Program



Approved: David Gray Ross
JUDGE

Copies sent to:

Peggy Moore - Supervisor/Juvenile Division
Richard & Drucilla

Payor

Payee Alfred M.

✓ Restitution Officer

SECTION XVIII (D)—Letters

- 1—Sample Paid Letter to Victim
- 2—Sample Paid Letter to Respondent
- 3—Sample Letter to Victim Not Present In Court
- 4—Sample Letter to Respondent Not Present in Court
- 5—Sample Follow-Up Letter to Respondent In Arrears
- 6—Sample Partial Payment Letter to Respondent
- 7—Sample Partial Payment Letter to Victim
- 8—Sample Transmittal Letter to County Accounting Office
- 9—Sample Letter of Inquiry to Financial Institution
- 10—Monthly Letter Report to Juvenile Services Administration (JSA)

Circuit Court for Prince George's County
COURT HOUSE
UPPER MARLBORO, MARYLAND 20772

JA 16 Cy
Feb

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGEMENT
RESTITUTION PROGRAM

(301) 952-4330

July 25, 1983

FILED

JUL 27 1983

JUVENILE COURT
CIRCUIT COURT
PRINCE GEORGE'S CO., MD.

Mrs. Catherine [REDACTED]

Dear Ms. [REDACTED]

RE: JA-1250-83

Reference is made to my letter of June 15, 1983 and our subsequent conversation pertinent to the above juvenile matter.

Enclosed, please find a one hundred and thirty-four dollar and sixty-cent money order, number 231 2152 770, dated July 24, 1983 which pays, in full, the Court directed restitution in this case.


Please feel free to call me at 952-4330 if you have any questions.

Sincerely,

Am

Robert W. Custer

Encl:

		Travelers Express Money Order 231 2152 770	
		TRAVELERS EXPRESS COMPANY, INC. <small>UNPAID WITHOUT RECOURSE IN CASES STATED ON REVERSE</small>	
PAY TO THE ORDER OF <i>Catherine [REDACTED]</i>		DATE <i>July 24, 1983</i>	
NOT VALID FOR OVER FIVE HUNDRED U.S. DOLLARS			
TRAVELERS <i>T-4142-134 DOLS 60 CTS</i>			
AMOUNT		SUBJECT TO CONTRACT REFERRED TO ON REVERSE	
PAYABLE THRU FIRST NORTHWESTERN NATIONAL BANK OF MINNEAPOLIS, MN		<i>Stokert [REDACTED]</i> <i>5730- [REDACTED]</i>	
		PURCHASER'S ADDRESS	

⑆091900533⑆231 21527706⑆ 90

14 1751 123

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGMENT
RESTITUTION PROGRAM

301-512-4

February 6, 1983

Mrs. [REDACTED]
5715 Chillum Heights Drive, #201
Hyattsville, MD 20782

Dear Mrs. [REDACTED]

RE: JA 95-84

Reference is made to previously issued Court Order
pertinent to the above juvenile matter.

Thank you for your fifty dollar money order, number
21-104,010,035, dated January 27, 1984, which pays, in full,
the Court ordered restitution in this case. Monies have been
disbursed and the Court records annotated accordingly.

Your efforts to complete payment of these monies are
appreciated.

Sincerely,

Robert W. Custer

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGEMENT
RESTITUTION PROGRAM

(301) 952-4330

June 16, 1983

Ms. Shirley [REDACTED]
C/O Hecht Company
14828 Baltimore-Washington Blvd
Laurel, MD 20707

Ms. Shirley [REDACTED]

RE: JA-1339-83 & 1340-83
Kimberly [REDACTED] & Lisa Lipscom

Reference is made to the April 26, 1983 theft in your store involving the above cases/juveniles.

These cases were prosecuted before the Juvenile Judge June 16, 1983 who, in-turn, ordered payment of twenty-six dollars of restitution monies to be paid between the two girls concerned.

Enclosed, please find receipts and two thirteen dollar checks number 991 (Kimberly [REDACTED] JA-1339-83 and 433 (Lisa [REDACTED] JA-1340-83) which pays, in-full, the monies owed.

Please feel free to call me at 952-4330 if you have any questions.

Sincerely,

Robert W. Custer
Robert W. Custer

Encl:

FILED
JUN 17 1983
JUVENILE COURT
CIRCUIT COURT
PRINCE GEORGE'S CO., MD.

⑆02190914261⑆719073173641⑆ 0991

Transportation
Federal Credit Union
1400 WASHINGTON BLVD., WASHINGTON, D.C. 20005

PAY TO THE ORDER OF *Hecht Company* \$ *13.00*

991

60-847
218

DOLLARS

⑆0919014801⑆9800560247247⑆ 0433

GEICO FEDERAL CREDIT UNION
WASHINGTON, D.C. 20036 1-800-340-63

My Hecht Store #14828
Princess Victoria

Shirley [REDACTED]

433

March 12, 1984

TO: Mrs. [REDACTED]
137 W. 58th Street
Hyattsville, MD 20781

RE: JA 1043-83

Dear Mrs. [REDACTED]

Confirming conversation, enclosed is your copy of the Restitution Order directing payment of restitution monies in the above juvenile case.

Monies (check or money order) are to be sent to my attention prior to the date directed in the Court Order. A self-addressed envelope is enclosed for your remittance.

It is important that the payments set forth in this order be paid in a prompt and accurate manner to insure that the stay of execution remains in effect.

Should you have any questions in this matter please feel free to call me at 952-4330.

Sincerely,

Robert W. Custer

Enclosure

SAMPLE

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

JA File 4

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGEMENT
RESTITUTION PROGRAM

FILED (30) JUL 27 1983

July 22, 1983

JUL 27 1983
JUVENILE COURT
CIRCUIT COURT
PRINCE GEORGE'S CO., MD.

Mrs. Brenda [REDACTED]

Dear Mrs. [REDACTED]

RE: JA-966-83 & 967-83

Reference is made to previously issued Court Orders and specifically to my letter of May 26, 1983 regarding the above juvenile matters.

Referenced letter directed payment of the Court directed restitution monies that were ordered by the Judge in the above cases which have not been received to date.

Consequently, the purpose of this letter is to direct payment of these monies to the Court via check or money order, payable to the respective victims, in the amounts indicated in referenced letter, not later than August 10, 1983. A self addressed envelope is required for your response/remittance.

Failure to comply with these instructions will result in immediate follow up action thru the State's Attorneys Office that could lead to the issuance of a writ for your arrest.

Please feel free to contact me at the above letter head address/phone number if you have any questions or need assistance.

Sincerely,

RCW

Robert W. Custer

Encl:

CC: Mr. Chasen

State's Attorney's Office (Juvenile)

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

JA File by
File

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGEMENT
RESTITUTION PROGRAM

(301) 952-4330

March 23, 1983

Mr. Michael B. [REDACTED]

Dear Mr. [REDACTED]

RE: JA-1098-82, 1364-82, 1366-82;
JA-1542-82

Reference is made to previously issued correspondence and our subsequent conversation pertinent to the above juvenile matters.

The purpose of this letter is to update the status of action required to resolve the remaining monies owed as indicated below:

RE: JA-1098-82-The outstanding balance on this case is forty-four dollars and eighty-nine cents. Please send either a check or money order payable to "Prince Georges County "not later than April 10, 1983". Mail to: The Accounting Division, Office of Finance, County Administration Building, Upper Marlboro, MD 20772, Attention: Restitution Accounts.

RE: JA-1364-82- No restitution was directed in this case.

RE: JA-1366-82-Restitution of one hundred and sixty-five dollars was paid March 18, 1983. Five dollars remains outstanding. Please send this amount to me at the letter-head address above not later than April 10, 1983. Make payment payable to "James [REDACTED] via check or money order, and return in the self addressed envelope provided for this purpose.

RE: JA-1542-82, Restitution in this case is not applicable to you.

Please feel free to call me at 952-4330 if you have any questions.

Sincerely,

Robert W. Custer

FILED

MAR 24 1983

ENCL: JUVENILE COURT
CIRCUIT COURT
PRINCE GEORGE'S CO., MD.

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

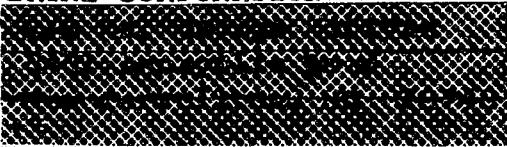
JA File
cy
File

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGEMENT
RESTITUTION PROGRAM


(301) 952-4330

July 18, 1983

ZAYRE CORPORATION



Dear Mr. Morivan:

RE: JA-414-83 Michael 

Reference is made to my letter of June 13, 1983 regarding the above juvenile matter.


Enclosed, please find a one hundred dollar check, number 924, dated July 15, 1983, which pays, in-full, the remaining balance in this case.

Please feel free to call me at 952-4330 if you have any questions.

Sincerely,


Robert W. Custer

Encl:

DOROTHY M. LESLIE		7-15 1983	924
PAY TO THE ORDER OF <u>Zayre Corp</u>		\$	100.00
<u>100.00</u>		DOLLARS	
Equitable Bank, N.A. Baltimore, Maryland			
FOR <u>JA 100.414-83</u>			
⑆055003162⑆0924⑆223 1342 1⑆			

INTER-OFFICE MEMORANDUM
PRINCE GEORGE'S COUNTY, MARYLAND

Date July 22, 1983

To: Mr. Goswami/Ms. Roberts, Accounting Division, CAB Room 3151

From: Mr. Custer, Director, Judgment Restitution Program

Re: Restitution Accounts for Week Ending July 22, 1983

1. All cases processed during the above period were effected thru the Juvenile Court.
2. The following payments (post dated checks) are forwarded for accounts already in the system:
 - a. JA 3170-82 (81545) \$10.00 Ck. No. 137, P.D. to 8/1/83
 - b. JA 3171-82 (81318) \$25.00 Ck. No. 138, P.D. to 8/1/83
 - c. JA 3172-82 (81317) \$25.00 Ck. No. 139, P.D. to 8/1/83
3. The following change of address for victim is forwarded for account already in the system:

JA 1338-82 (80255)
4. The following letters (copies)/orders are forwarded for information pertaining to accounts already in the system:
 - a. JA 3275-81 (80414)
 - b. JA 958-82 (79677)
 - c. JA 993-82 (80778)
 - d. JA 2345-82 (80776)
5. The following Amended Orders are forwarded for accounts already in the system:
 - a. JA 2706-81 (80396)
 - b. JA 2832-81 (80397)
 - c. JA 352-82 (79535)
 - d. JA 749-82 (80590)
 - e. JA 2774-82 (80945)

6. Please advise status of County checks in the following County System Accounts - Thanks!

Full sent 8/3/3
8/16/3
1. J.C. McClees in arrears 5/22 & 6/2 puts behind - Full collected 7/22
NOTE: Correct spelling of victim's last name is McClees
also left 10/18/83 - see notes on file
all handled to proper address
6/17/83. JMC

a. JA 3772-82 (80849)
b. JA 1010-82 (79812)
c. JA 1350-82 (79833)

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

Juvenile Court

ROBERT W. CUSTER

DIRECTOR, JUDGEMENT

RESTITUTION PROGRAM

August 19, 1983

President
United Bank and Trust Company of Maryland
9395 Lanham-Severn Road
Seabrook, MD 20706

Dear Sir:

RE: JA-1946 & 1947-81

The purpose of this letter is to seek assistance in resolving the status of money orders purchased from your institution to pay for Court Ordered restitution.

Enclosed, are photostatic copies of Court Orders and of Money Orders reflecting payment of Court ordered monies in the above two cases.

I am interested in determining the status of these money orders (i.e. whether or not they were cashed) and if cashed by whom (i.e. a photostatic copy of the payee) and if not cashed whether or not they are still reflected as outstanding so that replacement money orders can be obtained and the matter closed by the Court to the best interests of all concerned. The Court will pay for the photostatic copies upon request and a self addressed envelope is enclosed for your response.

Please feel free to call me at 952-4330 if you have any questions or I can provide additional assistance.

Thanking you in advance.

Sincerely,

Robert W. Custer

Encl:

Circuit Court for Prince George's County

COURT HOUSE

UPPER MARLBORO, MARYLAND 20772

10

Juvenile Court
ROBERT W. CUSTER
DIRECTOR, JUDGMENT
RESTITUTION PROGRAM

13211 512 4330

November 9, 1983

SUBJECT: Restitution Cases, October 1, 1983 to October 31, 1983

TO: Mrs. Sue Parker, JSA Project Manager

THRU: The Honorable Judge David Gray Ross *dy*

FROM: Robert W. Custer, Director, Judgment Restitution Program

Reference your Speed Message Form dated July 7, 1983 pertaining to statistical reporting data for juvenile restitution cases:

The following information is forwarded for the month of October, 1983.

1. Number of Cases addressed during this period.

a. Processed for Payment Through County Accounting System

<u>Month</u>	<u>Number of Cases</u>
October	7

b. Processed Directly Through Director, Judgment Restitution Program (DJRP)

<u>Month</u>	<u>Number of Cases</u>
October	59

2. Detailed Breakdown - See Inclosures

3. Type of Service - Court Ordered Restitution for Victims of Juvenile Crimes

4. RE: JA 2942-82 - For information, disposition in this case is reflected as judgment being rendered. Case was initially placed on stet docket and has been subsequently ordered back into Court, resulting in Writ of Arrest being issued for the parties concerned. Collection efforts will continue once arrest action is completed by the Sheriff.

Please let me know if other data or assistance is desired.

LOG NO.	NAME OF RESPONDENT	JA NO.	COURT DATE	DATE DUE IF NOT PIF ON COURT DATE	DATE PMT RECD/SENT	AMT OF PMT	TOTAL AMT OWED	NAME OF VICTIM	REMARKS
792	[REDACTED]	1839-83	8/30/83	PIF	9/9/83	\$250.00	\$250.00	Watts	
793	[REDACTED]	2154-83	10/3/83	PIF	10/3/83	\$125.65	\$125.65	Baston	
794	[REDACTED]	2116-83	10/4/83	PIF	10/4/83	\$352.79	\$352.79	Radich	
795	[REDACTED] ✓	1935/6-83	10/4/83	6/84	-----	\$50.00 per mo., minimum	\$1,687.20 + Acct. Fees	Fritolay Cottrell	Four other co-respondents involved - due in Court in November
796	[REDACTED]	2000-83	10/4/83	1/4/84	-----	\$122.00	\$122.00	Murphy	
797	[REDACTED]	2181-83	10/5/83	PIF	10/5/83	\$100.00	\$100.00	Domino	
798	[REDACTED]	2355-83	10/5/83	11/15/83	-----	\$212.00 + \$25.00 Acct. Fee	\$212.00 + \$25.00 Acct. Fee	Herbert	
799	[REDACTED]	2238-83	10/5/83	11/1/83	-----	\$25.00	\$25.00	Smith	
800	[REDACTED]	2381-83	10/6/83	PIF	10/6/83	\$11.00	\$11.00	Board of Educ.	
801	[REDACTED]	2080-83	10/6/83	PIF	10/6/83	\$100.00	\$100.00	Newsome	
802	[REDACTED]	1706-83	10/6/83	PIF	10/6/83	\$59.00	\$59.00	Dalton	
803	[REDACTED]	1696-83	10/6/83	12/7/83	-----	\$62.00	\$62.00	Blaney	
804	[REDACTED]	1698-83	10/6/83	1/7/84	-----	\$59.00	\$59.00	Dalton	
805	[REDACTED]	21-83	10/10/84	PIF	10/10/83	\$43.00	\$43.00	WMATA (Chadwick)	

MONTH OF: SEPTEMBER

LOG NO.	NAME OF RESPONDENT	JA NO.	COURT DATE	DATE DUE IF NOT PIF ON COURT DATE	DATE PMT RECD/SENT	AMT OF PMT	TOTAL AMT OWED	NAME OF VICTIM	REMARKS
06	[REDACTED]	2338-83	10/11/83	PIF	10/11/83	\$16.67	\$16.67	Crisspell	2 Co-respondents involve Balance of \$50 restituti to be paid by Co-respond ent or by Dorton.
07	[REDACTED]	1960-83	10/11/83	PIF	10/11/83	\$125.00	\$125.00	Point	
08	[REDACTED]	1965-83	10/11/83	11/1/83	11/4/83	\$100.00 + \$25.00 Acct. Fee	\$100.00 + \$25.00 Acct. Fee	Moody	
09	[REDACTED]	1963-83	10/11/83	11/30/83	-----	\$125.00 + \$25.00 Acct. Fee	\$125.00 + \$25.00 Acct. Fee	Point	May have 3rd co-respondent If found guilty, split 83.34 in half - Half to R in 1960-83, half to R in 1963-83
10	[REDACTED]	2269-83	10/11/83	PIF	10/11/83	\$25.00	\$25.00	Cover	
11	[REDACTED]	2271-83	10/11/83	PIF	10/11/83	\$50.00	\$50.00	Anderson	
12	[REDACTED]	2274-83	10/11/83	PIF	10/11/83	\$50.00	\$50.00	Bowling	
13	[REDACTED]	2277-83	10/11/83	PIF	10/11/83	\$50.00	\$50.00	Anderson	
14	[REDACTED]	2279-83	10/11/83	PIF	10/11/83	\$25.00	\$25.00	Cover	
15	[REDACTED]	2280-83	10/11/83	PIF	10/11/83	\$50.00	\$50.00	Bowling	
16	[REDACTED]	2332-83	10/14/83	PIF	10/14/83	\$293.20	\$293.20	Corley	
17	[REDACTED]	1811-83	10/13/83	PIF	10/14/83	\$124.00	\$124.00	Granzen	
18	[REDACTED]	1671-83	10/13/83	4/20/84	-----	6 floor of + \$25.00 per month	\$1028.00 + Acct. Fees	Rowland	Six other cases involv.

LOG NO.	NAME OF RESPONDENT	JA NO.	COURT DATE	DATE DUE IF NOT PIF ON COURT DATE	DATE RECD/SENT	PMT	OWED	VICTIM	REMARKS
19	[REDACTED]	1672-S3	10/13/83	4/20/84	-----	@floor of \$25.00 per month	\$2,165.00 + Acct. Fees	Fitzgerald	
120	[REDACTED] ✓	2257-S3	10/13/83	4/20/84	-----	@ floor of \$25.00 per month	\$303.75 + Acct. Fees	Adams	
121	[REDACTED]	2422-S3	10/14/83	PIF	10/14/83	\$60.00	\$60.00	Poole	
122	[REDACTED]	2368-S3	10/14/83	12/12/83	-----	\$253.32 + \$25.00 Acct. Fee	\$253.32+ \$25.00 Acct. Fee	Spriggs	
123	[REDACTED]	2369-S3	10/14/83	12/14/83	\$40.00 pd 10/14/83	Balance of \$86.66 due 12/14/83	\$126.66	Spriggs	
124	[REDACTED]	1900-S3	10/14/83		10/14/83	\$46.00	\$138.00	Williams	
125	[REDACTED]	1900-S3	10/14/83	11/1/83	10/14/83	\$44.33	\$133.00	Pagliochini	
126	[REDACTED]	2365-S3	10/14/83	11/14/83	-----	\$80.50	\$80.50	Suitland Co-Cart c/o Robert Vance	
127	[REDACTED]	2362-S3	10/14/83	PIF	10/24/83	\$80.50	\$80.40	Suitland Co-Cart c/o Robert Vance	
128	[REDACTED]	1781-S3	10/17/83	PIF	10/18/83	\$58.00	\$58.00	Maxwell	
129	[REDACTED]	2375-S3	10/17/83	PIF	10/17/83	\$103.62	\$103.62	Pazulski	
130	[REDACTED]	1827-S3	10/17/83	10/19/83	-----	\$50.67	\$50.67	Simms	

LOG NO.	NAME OF RESPONDENT	JA NO.	COURT DATE	DATE DUE IF NOT PIF ON COURT DATE	DATE PIF RECD/SENT	AMT. PAID	AMT. OWED	VICTIM	
11	[REDACTED]	996-83	10/17/83	\$100.00-11/15/83	-----		\$263.75	Weyand	
	(832 & 833 used in November Log)			\$163.75-12/17/83					832 and 833 in November (between 874 & 875)
14	[REDACTED]	2127-83	10/17/83	PIF	10/18/83	\$273.25	\$273.25	P.G. Board of Education	
35	[REDACTED]	2559-83	10/18/83	11/10/83	-----	\$1,150.00	\$1,150.00	Bell	
36	[REDACTED]	2404-83	10/18/83	PIF	10/28/83	\$14.00	\$14.00	Tschudin	
37	[REDACTED]	2264-83	10/19/83	10/28/83	-----	\$25.00	\$25.00	Hendrix	Originally \$45.00 - reduced to \$25.00 10/21/83
38	[REDACTED]	2265-83	10/18/83	10/28/83	-----	\$25.00	\$25.00	Hendrix	Originally \$45.00 - reduced to \$25.00 10/21/83
39	[REDACTED]	2466-83	10/20/83	PIF	10/20/83	\$100.00	\$100.00	Madison	
40	[REDACTED]	2176-83	10/20/83	PIF	10/20/83	\$20.00	\$20.00	Grego	
41	[REDACTED]	2223-83	10/20/83	May/84	-----	\$305.05 + Acct. Fees	\$305.05 + Acct. Fees	Quinn	
42	[REDACTED]	2028-83	10/20/83	PIF	10/20/83	\$217.00	\$217.00	Dudley	
43	[REDACTED]	2179-83	10/24/83	11/24/83	-----	\$500.00 + \$25.00 Acct. Fee	\$500.00 + \$25.00 Acct. Fee	Walker	
111	[REDACTED]	2546-83/ 2547-83	10/24/83	PIF	10/24/83	\$78.00	\$78.00	Clark	

LA NO.	NAME OF RESPONDENT	JA NO.	COURT DATE	DATE DUE IF NOT PIF ON COURT DATE	DATE PMT RECD/SENT	AMT OF PAYMENT	TOTAL AMT OWED	NAME OF VICTIM	REMARKS
845	[REDACTED]	2506-83	10/25/83	PIF	11/1/83	\$257.00 + \$25.00 Acct. Fee	\$257.00 + \$25.00 Acct. Fee	Pinto	
846	[REDACTED]	2016-83	10/25/83	12/15/83	-----	\$166.20	\$166.20	Barrett	
847	[REDACTED]	2525-83	10/25/83	11/17/83	-----	\$177.86	\$177.86	Brooks	
848	[REDACTED]	2525-83	10/25/83	11/17/83	-----	To be determined		Ford	
849	[REDACTED]	2403-83	10/26/83	PIF	10/26/83	\$16.67	\$16.67	Crispell	
850	[REDACTED]	2423-83	10/26/83	PIF	10/26/83	\$16.67	\$16.67	Crispell	
851	[REDACTED]	2401-83	10/26/83	PIF	10/26/83 10/31/83	\$101.68 50.84	\$152.52	Quinn	
852	[REDACTED]	2578-83	10/27/83	11/23/83	-----	To be determined			Case continued until 11/23/83 - Final amount of restitution to be de- mined on that date
853	[REDACTED]	1928-83	10/27/83	1/27/84	----	\$125.00 + \$25.00 Acct. Fee	\$125.00 + \$25.00 Acct. Fee	Lawrence	
854	[REDACTED]	2577-83	10/27/83	PIF	10/27/83	\$25.00	\$25.00	Smith	
855	[REDACTED]	2579-83	10/27/83	PIF	11/4/83	\$25.00	\$25.00	Smith	
856	[REDACTED]	2543-83	10/27/83	PIF	10/27/83	\$142.98	\$142.98	Harris	
857	[REDACTED]	2406-83	10/27/83		-----	\$444.00 + Acct. Fees	\$444.00 + Acct. Fees	Johnson	
858	[REDACTED]	2473-83	10/28/83	PIF	10/28/83	\$28.00	\$28.00	Whittington	
859	[REDACTED]	2509-83	10/28/83	1st payment May, 1984	----- Page 5 of 5	\$1277.00 + Acct. Fees	\$1277.00 + Acct. Fees	Brown	