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## Collections and Disbursement Unit Lebanon County Probation Services

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*Sally A. Barry – Director*

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### **Restitution – General Rules**

All Defendants are placed on a payment plan upon sentencing and are responsible for paying all court ordered costs, fines, fees and/or restitution in accordance with that plan. Generally, payments begin to be collected one (1) month after the Defendant is sentenced or released from incarceration. Defaulting on the payment plan and/or non-compliance with the plan are issues that must be discussed with the Defendant's Probation/Parole officer.

Please find below the following guidelines of the application and disbursement of restitution used within the State mandated Common Pleas Case Management System (CPCMS):

Restitution is **Applied** within the CPCMS in Lebanon County using the following General Rules:

50% of the amount paid will be applied towards restitution.

\* The Supreme Court requires the Crime Victim Compensation (CVC) and Victim Witness Service (VWS) costs to be paid first when the Defendant is ordered to ARD, incarceration or probation. This cannot be changed or overridden.

\* If there is more than one victim on a single docket, this 50% is then further split in equal amounts to all victims owed restitution.

\* If there is a business and/or individual and an insurance company who are all owed restitution on a single docket, the business and/or individual will be paid in full before the insurance company.

\* The defendant's oldest docket will be paid in full **first** regardless of the restitution status on any other docket.

Restitution is **Disbursed** within Lebanon County using the following General Rules:

\* Checks are created once a month, at the beginning of the month, for all payments **received** in the prior month. For Example: Payments received in January will be disbursed within the first week of February.

\* Checks are written for all eligible disbursements that net more than \$10.00.