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## Collections and Disbursement Unit Lebanon County Probation Services

508 Oak Street, Lebanon PA 17042-6794  
Phone: (717) 273-1557 Ext. 5119, 5121, 5122 or 5161  
Fax: (717) 273-9378

*Audrey G. Fortna – Director*

*Suzanne E. Miller – Fiscal Supervisor*

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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, the first payment is due one (1) month after the Defendant is sentenced or released from incarceration. Defaulting on the payment plan and/or non-compliance with the payment plan are issues that must be discussed with the Defendant's Probation/Parole/Collections officer.

Below are the guidelines used in the application and disbursement of restitution 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 are multiple "types" of victims, who are all owed restitution on a single docket they are paid in full and in this order:

1. Any individual
2. Any affected government agency
3. The Crime Victim's Compensation Board
4. Any other government agency that has provided reimbursement to the victim as a result of the Defendant's criminal conduct
5. Any insurance company that has provided reimbursement to the victim as a result of the Defendant's criminal conduct
6. Any estate or testamentary trust
7. Any business entity organized as a nonprofit or not-for-profit entity
8. Any other business entity

\* 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.