

Kittitas County District Court, Lower

Agenda Staff Report

AGENDA DATE:

1/6/2015

ACTION REQUESTED:

Request to Approve 3 new Agreements between nCourt and the Clerk's office, Upper Kittitas County District Court, and Lower Kittitas County District Court.

BACKGROUND:

The Clerk's office, the Upper Kittitas County District Court, and the Lower Kittitas County District Court each currently have a professional services agreement with nCourt, which provides credit card services to the courts. nCourt fees are paid by court patrons upon a credit card transaction made of payment of fines and/or fees to the court. Pursuant to a recent Audit of Lower Kittitas County District Court regarding 3rd party cash receipting, the State has recommended that a new agreement be drawn up between nCourt and the courts that includes which party is responsible for complying with the Payment Card Industry Data Security Standard and also that outlines the frequency of nCourt deposits with the County (recommended within 5 banking days or less). The courts and the prosecutor's office feel as though these new agreements are sufficient to cover all concerns raised in the State of Washington's Audit recommendations.

INTERACTION:

The Prosecutor's office has reviewed and approved all three agreements.

RECOMMENDATION:

Approve 3 new professional service agreements between nCourt and the Clerk's office, the Upper Kittitas County District Court, and the Lower Kittitas County District Court.

HANDLING:

Original-Clerk of the Board

Copies-Clerk's Office, LDC, UDC

LEAD STAFF:

Christine Luvera