

Kittitas County Clerk

Agenda Staff Report

AGENDA DATE:

3/15/2011

ACTION REQUESTED:

Request to approve contract between Kittitas County Clerk and NCourt for the processing of credit card payments for legal financial obligations and copies.

BACKGROUND:

In July, 2010, the Upper Kittitas County District Court entered into a contract with NCourt to provide a web based method for customers to be able to put court fees on their credit card. In January, 2011, Lower Kittitas County District Court entered into the same contract. This action will add the Superior Court Clerk's office onto the same contract. There is not a cost to the county for this service. The user of the service pays a convenience fee to NCourt. NCourt guarantees the money collected will be remitted to the court. If there are any fraudulent credit card charges, NCourt will stand behind the amount remitted.

INTERACTION:

Deputy Prosecuting Attorney, Zera Lowe has reviewed and approved the contract. Judy Pless, Kittitas County Fiscal Officer, has reviewed and approved as well. Two original contracts have been submitted.

RECOMMENDATION:

I recommend that the Board of County Commissioners sign the contract as submitted and return to the County Clerk for handling.

HANDLING:

Two original contracts have been submitted. Upon signature of the Board of County Commissioners on both copies, the Clerk of the Board shall return them both to me, I will forward the two signed contracts to NCourt for their authorizing signature. They will return one signed contract to me which I will submit to the Board of County Commissioners as required.

LEAD STAFF:

Joyce Julsrud