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FRANKLIN COUNTY MUNICIPAL COURT

DEPARTMENT OF PRETRIAL AND PROBATION SERVICES

Promoting community safety by reducing recidivism, changing offender behavior and fostering accountability through the effective use of evidence based practices.

AUTOMATED PHONE REPORTING INSTRUCTIONS

Defendants with cases enrolled in the Franklin County Municipal Court Probation Automated Reporting System (ARS) are required to report on their scheduled days, by phone, using the following instructions.

Defendants are required to call **1-877-695-7225** on the scheduled day of the month. Calls can be made 24 hours a day, 7 days a week from any touch-tone phone.

ARS Calling Instructions

- Have a piece of paper and a pen/pencil to write down any special instructions received as well as the confirmation number. **The confirmation number is the proof of reporting.**
- For Yes/No questions, 1 means 'yes' and 2 means 'no'.

After dialing in:

1. Enter the **Automated Reporting System PIN**
2. Enter the 4-digit **Security Code**
Note: During the first call, the security code will be changed. New security code: _____
3. State name.
4. Answer questions about changes of address, job, and phone number, and if there has been any contact with law enforcement.
5. Listen for any messages about the case.
6. Listen for a confirmation number. To complete the call, **record** the confirmation number.
*Note: This confirmation number is the **only** proof that the call was successful.*
7. Leave a message for the Probation Officer if there is anything else to report.

ARS Payment

Defendants are responsible for the cost of using Automated Reporting. The ARS fee is \$4 per month plus an additional payment processing fee. The payment processing fee is \$1.00 for payments sent by U.S mail and \$2.50 for payments made online or by phone.

Note: The processing fee is due each time a payment is made. Pre-paying for several months will save money.

Payment Options and Instructions

U.S. MAIL

Important: Postal Money Orders are the **only** form of payment accepted by mail. Any other type of money order, bank check, or personal check will be returned. **Do not send cash.** There is a \$1 payment processing fee for all mailed payments.

1. Use a pre-addressed envelope. *(These can be requested through the Probation Department.)*
2. Check the box next to the number of months being paid for. (Remember, pre-paying is cheaper)
3. Visit a local Post Office and purchase a postal money order for the amount selected.

- *The Post Office is the only place to obtain a money order*

- 4 Print the Defendant's name and PIN number on the postal money order and on the envelope.
- 5 Put the Postal Money Order inside the pre-addressed envelope; then seal it, stamp it, and mail it.
- 6 Wait 10 days for the payment to be received and processed.

Note: If a pre-addressed envelope is not available, mail payments to:

Automated Reporting System-Franklin
PO Box 617664
Chicago, IL 60661-7664

PAY BY PHONE

During the reporting call, there is an option to pay with a credit or debit card. Remember, there is a \$2.50 payment processing fee to pay by phone.

PAY ONLINE

Visit <https://franklin-oh.feesevice.com> to pay with a credit or debit card, or to view the account balance. Remember, there is a \$2.50 payment processing fee to pay online.

Remember, Defendants are required to call the Automated Reporting System on the scheduled day of the month. If there have any questions about ARS, please contact the assigned Probation Officer.