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ADMINISTRATIVE OFFICE of PENNSYLVANIA COURTS

**TO:** All System and Related Personnel  
All Interested Parties

**FROM:** AOPC

**SUBJECT:** Acts 40 and 44 of 2017 – New Surcharge and Monthly Reporting to the Department of Revenue

**DATE:** November 13, 2017

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We previously notified you of important changes to surcharges that were made last month by Acts 40 and 44 of 2017. Specifically, the JCP/ATJ/CJEA surcharge increased from \$35.50 to **\$40.25** on all non-traffic filings, and the JCP/ATJ surcharge increased from \$10.00 to **\$22.00** for filings resulting from a traffic citation charging an offense under Title 75 (relating to vehicles). To conform to the statutory amendments, the name of the surcharge also has been changed to **JCP/ATJ/CJEA/OAG**.

These changes took effect immediately – on **October 30, 2017**. However, AOPC has granted a 30-day grace period for implementation. Accordingly, all collectors of the fee must be in compliance with these statutory changes **no later than November 30, 2017**. (The Department of Revenue has been informed of AOPC's 30-day grace period.)

At the same time, the Department of Revenue will be making changes to its reporting system and complementary forms. The Department has informed AOPC that updated reporting forms reflecting the recent changes will be available sometime in December. The Department's reporting system likely will be updated during the same time frame. Please note that during this interim period, collections will need to be reported to the Department of Revenue manually.

Until the updated reporting forms are available, the Department of Revenue has advised that collections of the new surcharge by the clerk of courts and magisterial district judges should be accounted for under the “miscellaneous” section of the current form. Please note that that new \$40.25 fee amount for the JCP/ATJ/CJEA/OAG surcharge will be reported, in addition to any \$35.50 fee amounts that were collected for the old JCP/ATJ/CJEA surcharge during the November reporting period. Accordingly, accounting for the amount of each fee collected should be recorded separately.

All other reporting offices will need to hand-write in ink the new JCP/ATJ/CJEA/OAG fees wherever space permits on the current form when filing the monthly reports. Again, please note that the new \$40.25 fee amounts must be reported in addition to any fee amounts that were collected at the previous rate of \$35.50. As above, the number of each fee collected should be accounted for separately.

Please continue to report collections to the Department of Revenue on a monthly basis, as you have done before these changes. This implementation period should in no way impact the ability to collect the new fee amounts, and county offices should begin to collect the new amount if able.

If you have any questions concerning monthly reporting requirements, please contact the Department of Revenue’s Bank Reconciliation Section at (717) 783-2333.

If you have any questions concerning the implementation of Acts 40 and 44, please contact Daryl Walker, Esq., at (717) 231-3319, or David Price, Esq., at (717) 231-3293.