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GOVERNOR

State of Alabama
Department of Corrections

Alabama Criminal Justice Center
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JOHN Q. HAMM
COMMISSIONER

August 25, 2025

ADMINISTRATIVE REGULATION NUMBER 112 **OPR: ACCOUNTING**

COURT ORDERED WITHHOLDING FROM INMATE FUNDS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the initiation of court ordered withholding of funds from inmates' personal accounts.

II. POLICY

It is the policy of the ADOC to comply with any withholding order from a court of proper jurisdiction that directs the withholding from an inmate's personal funds.

III. DEFINITIONS AND ACRONYMS

There are no definitions and acronyms for this AR.

IV. RESPONSIBILITIES

A. The ADOC Central Accounting Division is responsible for:

1. Receiving withholding order from the courts, scanning copies of the orders and Notices to Withold (ADOC Form 112-A, *Notice to Withold)* to the Business Office Managers/designees, and entering the orders into the Inmate Trust Fund System (ITFS).

2. Receiving Balance Owed Court Notices (ADOC Form 112-B, *Balances Due Court Notice*), from the courts and updating case balances owed by an inmate.

3. Providing copies of court withholding orders and completed Notices to Withold to ADOC Central Records Division for scanning into the Vault System (or its successor(s)).

B. The ADOC Central Records Division is responsible for scanning Notices to Withold and their corresponding withholding orders into the Vault System.

C. The Business Office Manager/designee is responsible for:

1. Providing the inmate with a copy of the court withholding order and ensuring that the inmate is aware that it is the intent of the ADOC to withhold funds in accordance with the requirements of the order.

2. Having the inmate sign a Notice to Withold Form acknowledging that he or she was:

a. Provided with a copy of the court order,

b. Was made aware that no hearing is to be held by the ADOC regarding the court order,

c. That it is his or her responsibility to contact the court if he or she has an issue with the order, and

d. That the amount owed on the case will only be modified if the court provides the ADOC Central Accounting Division with a court order or a Balance Owed Court Notice (ADOC Form 112-B, *Balances Due Court Notice*), modifying the amount owed to the court.

D. The Institutional Business Office staff is responsible for remitting collected funds to the court on a monthly basis in accordance with the procedures found in the Inmate Trust Fund Systems Procedures Manual.

V. PROCEDURES

A. Funds held by the ADOC in the Inmate Trust Fund on behalf of the inmate and subsequent receipts of personal funds are subject to withholding in accordance with the requirements of the specific court withholding order.

B Upon receipt of a valid withholding order from a court of proper jurisdiction, the ADOC Central Accounting Division shall enter the order into the Inmate Trust Fund System (ITFS) and scan a copy of the court order and a Notice to Withhold Form to the Business Office of the facility that the inmate is assigned to. The withholding order should be entered into the ITFS by ADOC Central Accounting in accordance with the directions provided by the court, or, in the absence of specific directions, in accordance with the court

ordered payment withholding procedures found in the Inmate Trust Fund section of the ADOC Manual of Accounting Procedures.

C. Upon receipt of the court order and the Notice to Withhold from the ADOC Central Accounting Division, the institutional Business Office shall provide the inmate with a copy of the court order and have the inmate sign the Notice to Withhold acknowledging that he or she was:

1. Provided with a copy of the court order,

2. Was made aware that no hearing is to be held by ADOC regarding the court order,

3. That it is his or her responsibility to contact the court if he or she has an issue with the order, and

4. That the amount owed on the case will only be modified if the court provides ADOC Central Accounting with a court order or a Balances Owed Court Notice (AR Form 112-B) modifying the amount owed on the case.

D. After the inmate has been provided with a copy of the court order and signed the Notice to Withhold, a copy of the signed/annotated Notice to Withhold should be scanned to the ADOC Central Accounting Division by the institutional Business Office.
NOTE: If the inmate refuses to sign the Notice to Withhold, the refusal should be noted on the form and initialed by the person that provided the court order and Notice to Withhold to the inmate. Refusal by the inmate to sign the Notice to Withhold shall have no effect on the ADOC's responsibility to comply with the requirements of the court withholding order.

E. Upon receipt of the signed/annotated copy of the Notice to Withhold from the institutional Business Office, the ADOC Central Accounting Division shall forward both the order and the Notice to Withhold to the ADOC Central Records Division and request that the documents be scanned into the Vault System.

F. Upon receipt of the court withholding order and Notice to Withhold from the ADOC Central Accounting Division, the Central Records Division shall scan the documents into the Vault System.

G. The inmate, upon submitting a written request to the institutional Business Office, may receive an Escrow Transaction Report showing a summary of the payments that the inmate has made to the court. Requests from an inmate for the report shall be limited to no more than two (2) requests per year.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

A. ADOC Form 112-A, *Notice to Withhold.*

B. ADOC Form 112-B, *Balances Due Court Notice.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 112, *Court Ordered Withholding from Inmate Funds,* dated August 19, 2022, and any changes.

IX. PERFORMANCE

A. Code of Alabama 1975 § 14-1-1.1 *et seq*.

John Q. Hamm
Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS
NOTICE TO WITHHOLD

COURT ORDERED PAYMENTS FROM INMATE'S ITF FUNDS

TO: _____ _____
Inmate Name AIS #

FROM: The ADOC Central Accounting Division

DATE: _____

SUBJECT: Court Ordered Withholding

This is to advise you that an order from _____ (name of Court), case number _____has been received directing the Alabama Department of Corrections to withhold $_____ from your Inmate Trust Fund (ITF) account. It is the intent of the ADOC to immediately begin withholding funds from your ITF account in accordance with the requirements set forth in the court withholding order. A copy of the order, for your records, is attached to this notice. No hearing will be held by the ADOC regarding the order. If you have any issues or concerns with the above referenced order, it is your responsibility to contact the court. Also, the amount owed on the case will only be modified if the Court provides the ADOC with a court withholding order or a Balances Due Court Notice modifying the amount owed.

Inmate's Signature: _____

Inmate's Printed Name: _____

Date: _____

Distribution:
Copy to Institutional Business Office
Copy to Inmate
Copy to the Central Records Division

ADOC Form 112-A
08-2025

Kay Ivey
GOVERNOR

State of Alabama
Department of Corrections

Accounting Division
P.O. Box 301501
Montgomery, Alabama 36130-1501
Phone: (334) 242-5439
Fax: (334) 353-5543

John Q. Hamm
COMMISSIONER

(Date)

TO: Circuit Clerk for: (Court Name, County Court Number and address)

FROM: The ADOC Central Accounting Division

SUBJECT: Balance Due Court Notice

The following inmate is currently assigned to an ADOC Work Release Program.

Inmate Name:	
Inmate AIS #	
SSN (Las Four):	
Race/Sex:	
Date of Birth:	

Please complete the below information for restitution or other comi-ordered monies that are outstanding in your judicial circuit and owed by the inmate. In order to initiate the collection process, this form and a copy of the court order or copy of the "Criminal Fee Sheet" (SJIS screen "FE52") for each case listed must either be mailed to the Alabama Department of Corrections, ATTN: Accounting Division, P.O. Box 301501, Montgomery, AL 36130-1501 or e-mailed to COP@doc.alabama.gov. NOTE: In lieu of entering the requested information in the table below, you may submit a list or spreadsheet with the case number(s) and amount(s) owed for each case. Cases should be listed in the order they are to be paid.

	CASE NUMBER	AMOUNT DUE		CASE NUMBER	AMOUNT DUE
1		$	8		$
2		$	9		$
3		$	10		$
4		$	11		$
5		$	12		$
6		$	13		$
7		$	14		$

ADOC Form 112-B
08-2025