



## **JIS-LINK BILLING POLICY**

Section 5 of the Washington State Constitution prohibits the state from extending credit to any individual, association, or corporation.

JIS-Link costs are based on actual use, with costs calculated on a monthly basis. Payment is due 30 days from the date of the invoice. Any extension beyond the due date constitutes an extension of credit and is prohibited by the Washington State Constitution. Therefore, services must be terminated if payment is not received when due.

Promises of payment will not be accepted; actual payment is required to avoid termination. Payment by credit card or check will be considered actual payment when the credit card transaction has been confirmed or the check has been received. Exceptions may be made for governmental entities due to constraints of accounting policies and procedures.

It is the responsibility of the Site Coordinator for the JIS-Link customer to notify the JIS-Link Administrator at the Administrative Office of the Courts of any change in billing address.

If an error in invoice amount or billing address is caused by the Administrative Office of the Courts, the date payment is due will be extended a reasonable amount of time.

If there is a billing dispute, the date payment is due will be extended a reasonable amount of time to facilitate research for resolution of the dispute.

JIS-Link customers whose accounts have been terminated will not be reinstated, but must establish a new account. Prior to establishing a new account the delinquent account must be paid in full. After all delinquencies have been paid then the party may establish a new account by:

- Remitting a non-refundable installation fee.
- Entering into a new agreement.

Parties responsible for terminated agreements may not apply for new accounts in other business names without first paying all amounts previously due and the installation fee.