

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Caledonia

Month Reviewed:

7/01/2024

Through

7/31/2024

Name of Justice:

Mark P. Riggi

Review Performed By:

Pfychler

Date

3/3/2025

Annual Checklist for Review of Justice Court Records

Cash Receipts Book

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| ▶ Are pre-numbered receipt forms issued for all collections? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are duplicate receipts kept for court records? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are receipts recorded up-to-date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last recorded receipt:</i>
<u>MRF1146</u> Date <u>7/23/2024</u> Amount <u>\$20.00</u> | | |
| ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits identified? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are duplicate deposit slips kept for court records? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits recorded up-to-date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last recorded deposit:</i>
Date <u>7/23/2024</u> Amount <u>\$60.00</u> | | |
| ▶ Is the receipt book totaled and summarized at the end of each month? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Month Totaled and Summarized</i> <u>60.00</u> | | |

Cash Disbursements Book

- | | | |
|---|-------------------------------------|--------------------------|
| ▶ Are pre-numbered checks used for all disbursements other than petty cash? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are all checks signed by the Justice? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are checks recorded up-to-date? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last recorded check:</i>
<u>534</u> Date <u>8/13/2024</u> Amount <u>\$60.00</u> | | |

Bank Reconciliations

- | | | |
|---|-------------------------------------|--------------------------|
| ▶ Are bank accounts reconciled promptly after bank statements are received? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <i>Last Bank Reconciliation for Each Bank Account:</i>
Date Performed <u>8/1/2024</u> Month Ending <u>7/2024</u> | | |

Additional Supporting Records

- | | | |
|---|-------------------------------------|--------------------------|
| ▶ Is a list of bail maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Is a record of uncollected installment payments maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ~~X~~ ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ~~X~~ ○
- ▶ Do dockets for disposed cases appear to be complete? ~~X~~ ○
- ▶ Do dockets for disposed cases agree with amounts reported? ~~X~~ ○

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ~~X~~ ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ~~X~~ ○

Last Cash Reconciliation:

Date Performed 8/01/2024 Month Ending 7/2024

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ~~X~~ ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? ~~X~~

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ~~X~~ ○
- ▶ Do reported amounts agree with docket dispositions and case files? ~~X~~ ○
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending 7/2024 Date 8/13/2024 Amount 60.00 ~~X~~ ○
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? ○ ~~X~~

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases?

If yes, why were the cases pending and what corrective actions were taken, if any

Scofflaw done - Pending cases still in court

X ○

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized?

Last TSLED Report Available: Date 01/2024

Note: Courts can access reports on-line from TSLED at any time.

X ○

- How many cases are shown as pending in the last TSLED report? 21

- Is the number of pending cases reasonable?

- How many cases are shown as pending for more than 90 days? 21

- What actions have been taken to dispose of these cases?

Some cases pending still in court
Others waiting 90 days to scoff

X ○

Overall Evaluation

All balances were in order all balanced
Office is secure, all paperwork presented
to look over. Saw no discrepancies