New York State Comptroller
THOMAS P. DiNAPOLI

Justice Court Fund Reporting

User Guide for Town and Village CFOs

May 2024

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Introduction

The Office of the State Comptroller (OSC) has been updating the Justice Court Fund's (JCF) systems and processes. As an initial step, our efforts have focused on transitioning the monthly filing in the Justice Court Fund Internet Reporting (JCFIR) system to a new web-based application in OSC's Online Services portal called Justice Court Fund Reporting (JCR).

We are pleased to provide you with the Justice Court Fund Reporting-User Guide for Town and Village CFOs. In the event that a justice goes out of term without filing their monthly report or becomes incapacitated, CFO's should use JCR to inspect the justice's dockets and file the report with OSC. This user guide will assist you in filing these monthly reports within JCR.

We will continue to work to improve the user experience through additional modernization efforts and future business process improvements, but for this initial update, no changes have been made to invoicing and remittance of payments. If you have any questions on modernization efforts, contact the Justice Court Fund Modernization unit at JCFModernization@osc.ny.gov.

For questions on monthly reporting, contact JCF at courtfund@osc.ny.gov or 1-866-321-8503, option 2.

Justice Court Fund Reporting

Town and village justices, including associate village justices and temporary justices, are required to report court activities on a monthly basis to the Office of the New York State Comptroller (OSC) Justice Court Fund (Uniform Justice Court Act, Section 2021; Town Law, Section 27; Village Law, Section 4-410).

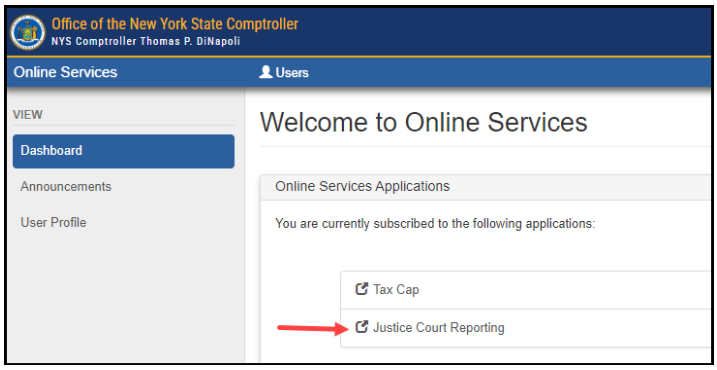
As your local government's chief fiscal officer (CFO), OSC's Justice Court Fund (JCF) unit will continue to require your assistance with the submission of any not-filed reports by inactive justices in your municipality. As you are aware, until our office receives not-filed reports, your municipality is unable to recognize its due share of court revenues collected by your justices in the months at issue. Moving forward, you will need to file any such reports through the Justice Court Fund Reporting (JCR) application in OSC's Online Services Portal.

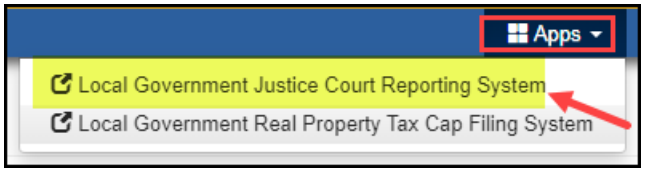
Accessing JCR

As the CFO, you have access to JCR in OSC's Online Services Portal using your current Online Services user ID and password.

If you have forgotten your Online Services password or if your account is locked, please contact OSC's Local Government Help Desk at 1-866-321-8503, option 1 or LocalGov@osc.ny.gov.

JCR will be visible under your list of available applications or from the "Apps" drop down menu in the banner.





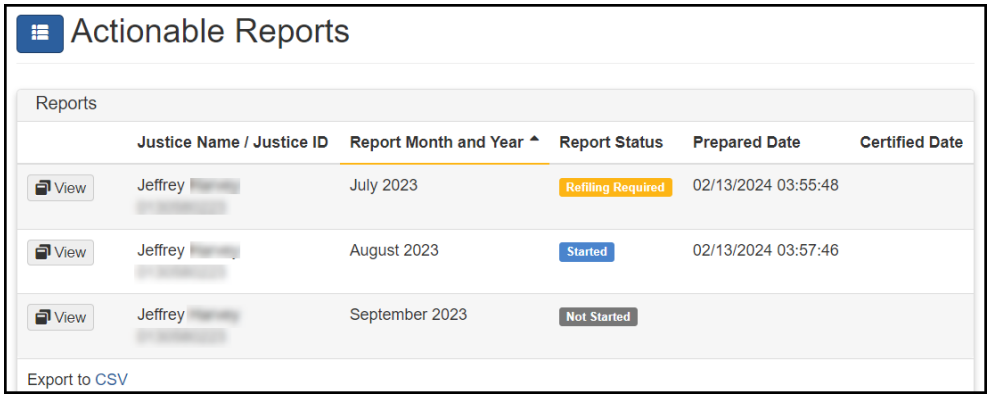
CFOs can only view reports that require CFO assistance. To file a report, you will need to do the following:

- Inspect the Justice's docket.
- Review any cases disposed of during the month.
- Submit the monthly report through JCR.

Actionable Reports Screen

Upon launching the application, the default display shows all inactive justices in your municipality with past due reports that are required to be filed.

Also displayed is the report status and the prepared date (if the report has been started or is in Refiling Required status).



Report Status Descriptions:

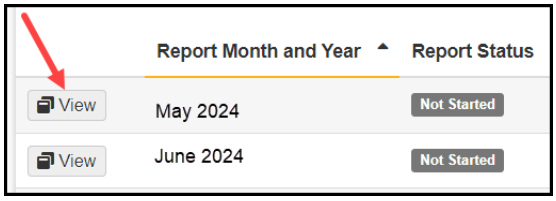
- Not Started: The report is available for filing but has not been started. Selecting the "Start Report" button will change the status to Started and the date will get recorded as the Prepared Date.
- Started: The report has been started but not certified. Selecting the "Certify Report" button will, if successful, file the report with JCF, change the status to Certified and the date will get recorded as the Certified Date.
- Refiling Required: The report was previously certified and submitted and the status was then changed to Refiling Required by JCF staff. This is typically done when errors are identified during review. The report is considered not filed until recertified and resubmitted.

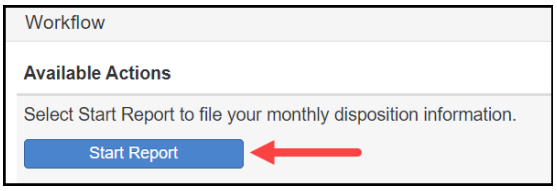
How to Submit a Report

A justice's monthly report is due for every month they are in term, regardless of whether the justice has heard any cases.

JCR requires that AC-1030s be filed as text files. We cannot accept or process reports in a PDF file format.

From the Actionable Reports screen, select the "View" button next to the report month and year you wish to file. You will be directed to the "Report View" screen and can then select the "Start Report" button.

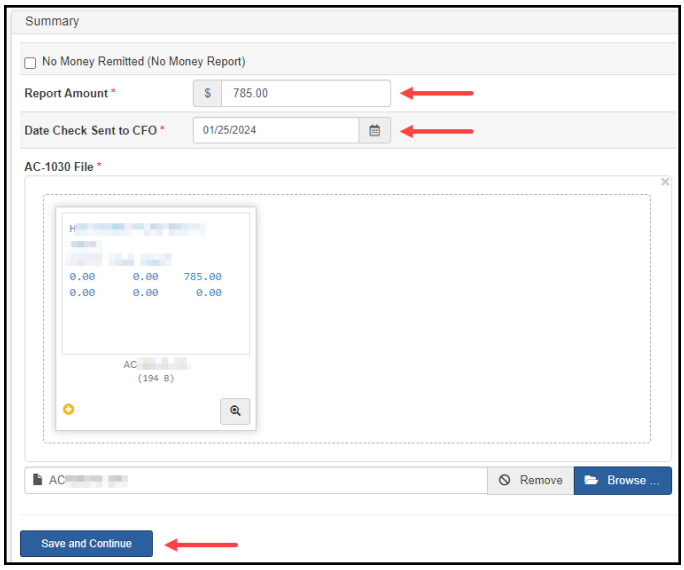


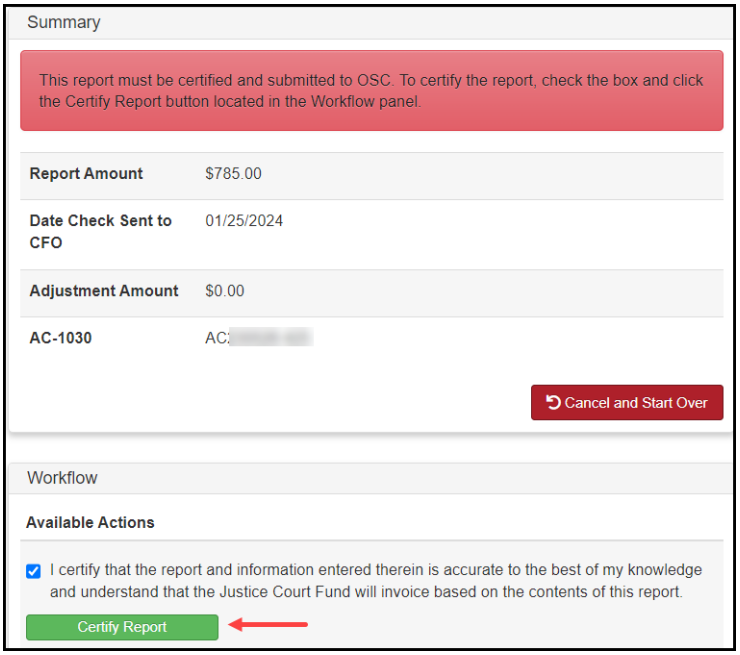


Submitting your Report

1. Indicate financial activity:
    a. Check the "No Money Remitted (No Money Report)" box if no money was turned over to the CFO for the report month. If this box is selected, the "Report Amount" and "Date Check Sent to CFO" boxes will become greyed out and no entry will be required or
    b. Enter the "Report Amount," which must match the check total turned over to the CFO, and the "Date Check Sent to CFO," which must be today's date or prior. (See a sample screen on the next page.)
2. Browse and select, (or drag and drop) the report file from your computer. A preview of the report displays; confirm this is the report you wish to upload. You can double click the report to view it in further detail.

3. Select the “Save and Continue” button.
    a. If you receive an error and are unable to upload the report, see Reporting Errors.
4. If your report contains an adjustment, verify that the adjustment amount displayed is correct and provide the necessary information in the “Adjustment Explanation” box. To help organize the details of the adjustment(s), the list of requested information should be copied and pasted into the “Adjustment Explanation” text box. Once the adjustment information has been entered select “Save and Continue.”
5. JCF staff will review the information provided and if needed request additional information. Submitting incomplete information may result in delays when processing your report.
6. Ensure the information in the “Summary” box is correct. If changes are needed, select the “Cancel and Start Over” button.
7. If no changes are needed, check the certification box and select the “Certify Report” button.
8. A confirmation message is displayed: select “OK” to certify the report or “Cancel” to make changes.





Certification Error Message

After you select the “Certify Report” button, you may receive a message stating, “**there was an error while performing this action.**” If so, immediately re-check the certification box and select the “Certify Report” button again.

If the error persists, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

Troubleshooting: Reporting Errors

While submitting your report, you may receive one of the following error messages:

Report Submission Error	Possible Cause	Resolution
Check Total on AC-1030 must be 0.00.	The check amount in the AC-1030 file does not equal 0.00 and you selected "No Money Remitted."	Confirm that the report should have no money remitted. If so, attach the correct AC-1030 file with 0.00. If the report should have money remitted, then unselect "No Money Remitted" and enter the correct amount.
The Report Amount must be equal to the Check Total of the AC-1030	The Report Amount entered does not equal the check amount in the AC-1030 file.	Ensure the correct check amount figure is on both the AC-1030 file and entered in the "Report Amount" data box.
The Date Check Sent to CFO must be today or prior.	The date that the check was sent to the CFO entered in JCR was after the date the report is being filed.	Ensure the check was sent to the CFO before or on the report filing date and that the date selected is accurate.
AC-1030 file is required.	No file was selected.	Browse and select, or drag and drop the report file from your computer.
The AC-1030 contains formatting errors.	The wrong file type (i.e., a PDF or another document format) was selected.	Ensure the proper AC-1030 file is selected, and that the file extension is .txt.
The AC-1030 file name is not formatted properly. File naming convention is: ACYYMMCC.### (AC=Audit & Control; YYMM=year and month of report; CC=county code of court; ###= unique 3 digit justice number)	The information in the file name is either incorrect or in the wrong order.	Ensure all information is correct for the reporting period and in the correct format: ACYYMMCC.### If the file is not named correctly upon export, reach out to The CourtRoom Program software support at OCA.
The Justice ID of the AC-1030 file does not match the Justice ID for whom you are filing for.	The Justice ID in the AC-1030 file does not match the Justice ID in JCR.	Verify the Justice ID in The CourtRoom Program matches the Justice ID in JCR and the correct file is attached.
The report period of the AC-1030 does not match the report period for which you are filing.	The report year and month (YYMM) in the AC-1030 file does not match the report selected in JCR.	Verify the report year and month on the AC-1030 file matches the report selected in JCR.

If you need further assistance, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

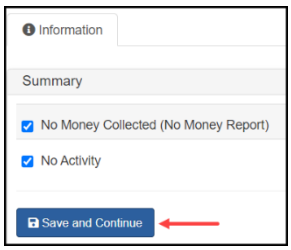
Manual JCR Filing

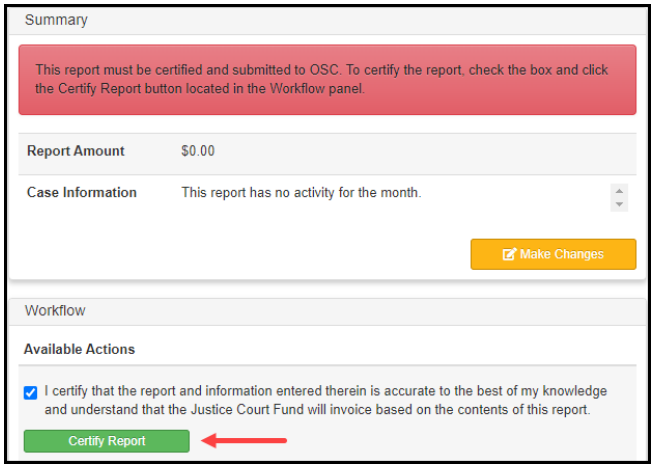
If you are set up as a manual JCR filer, it is because we were informed that the justice did not have access to The CourtRoom Program. Therefore, you will have to provide the monthly disposition information manually in JCR. If you are set up as a manual JCR filer but have obtained an AC-1030, contact JCF at 1-866-321-8503, option 2 or email courtfund@osc.ny.gov.

As a manual filer, you will have the option to file a “No Money Remitted (No Money Report)" and/or a “No Activity” report, or provide individual case details in an explanation box. An email will be sent to JCF containing “No Activity” or the details of the monthly activities in the explanation box. JCF staff will review the information provided and, if needed, request additional information.

On the Actionable Reports screen, select the “View” button next to the report month and year you wish to file. You will be directed to the “Report View” screen where you can select the “Start Report” button.

Manual JCR Filer: No Activity Report





1. Check the “No Money Remitted (No Money Report)” box. This makes the “Report Amount” and “Date Check Sent to CFO” fields no longer required.
2. Check the “No Activity” box. This makes the “Case Information” box no longer required.
3. Select the “Save and Continue” button.
4. Ensure the information in the “Summary” box is correct. If changes are needed, select “Make Changes.”
5. If no changes are needed, check the certification box and select the “Certify Report” button.
6. A confirmation message displays: select “OK” to certify the report or “Cancel” to make changes.
7. Confirm in the “Report” panel that the “Report Status” is now showing “Certified” and the certified date and name appear. You may print this page for your records. Please note that you will no longer receive an email upon submitting your report.

Manual JCR Filer: Activity Report

1. Indicate financial activity:

    a. Check the “No Money Remitted (No Money Report)” box if no money was turned over for the report month or

    b. Enter the “Report Amount,” which must match the check total turned over to the CFO, and the “Date Check Sent to CFO,” which must be the current date or prior.

2. Since there is activity, do not check the “No Activity” box.

3. Enter the Case Information details into the text box. To help organize the case information provided, the list of requested information, along with the associated number, should be copied and pasted into the “Case Information” text box. JCF staff will review the information provided and if needed request additional information.

4. After the case information has been entered, select the “Save and Continue” button.

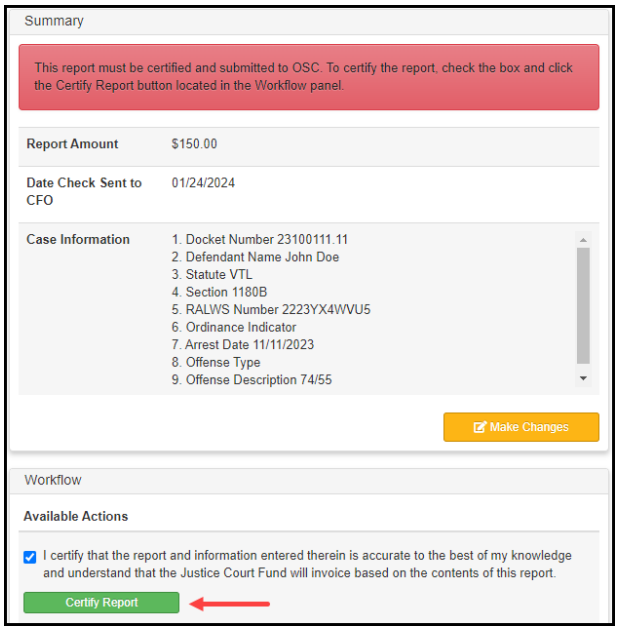
5. Ensure the information in the “Summary” is correct. To view all the case information, you can scroll.

6. If changes are needed, select the “Make Changes” button.

7. If no changes are needed, check the certification box and select the “Certify Report” button.

8. A confirmation message is displayed; select “OK” to certify the report or “Cancel” to make changes.

9. Confirm in the “Report” panel that the “Report Status” is now showing “Certified” and the certified date and name appear. You may print this page for your records. Please note that you will no longer receive an email upon submitting your report.



Manual JCR Filer: Case Information details

When submitting a manually filed report, you will need to provide the following information for each case:

<table>
<tr><th>Number</th><th>Field Name</th><th>Description</th></tr>
<tr><td>1</td><td>Docket Number</td><td>Should be 8 characters long</td></tr>
<tr><td>2</td><td>Defendant Name or Title of Action</td><td>First and Last Name of the defendant. Enter "Youthful Offender" or "Sealed" if appropriate.</td></tr>
<tr><td>3

4</td><td>Statute

Section</td><td>Provide the statute and section for each charge. Please use the abbreviations provided in the Handbook for Town and Village Justices and Court Clerks.

It is very important that you indicate the correct statute and section of law for each case reported. The distribution of funds is based on the reported statute. An incorrect citation of those statutes on your reports may result in a loss of revenue to your municipality.</td></tr>
<tr><td>5</td><td>TSLED Number</td><td>Enter the Traffic Safety, Law Enforcement and Disposition number.</td></tr>
<tr><td>6</td><td>Ordinance Indicator</td><td>Provide the ordinance indicator only if the violation was a local ordinance; otherwise, leave blank.
<table>
<tr><td>T</td><td>Town Ordinance</td></tr>
<tr><td>V</td><td>Village Ordinance</td></tr>
<tr><td>C</td><td>County Ordinance or School Bus Photo Monitoring</td></tr>
<tr><td>P</td><td>On the Parkway or in a park</td></tr>
<tr><td>A</td><td>Thruway Authority WZPM</td></tr>
<tr><td>AR</td><td>Thruway Authority WZPM Reported for</td></tr>
<tr><td>D</td><td>Department of Transportation WZPM</td></tr>
<tr><td>DR</td><td>Department of Transportation WZPM Reported for</td></tr>
<tr><td>Z</td><td>Statute 306 or 402 and description is “PARK”</td></tr>
</table></td></tr>
<tr><td>7</td><td>Arrest Date</td><td>Must be equal or prior to the last day of the report being filed.</td></tr>
<tr><td>8</td><td>Offense Type</td><td>Applicable if reporting a felony offense. Enter F; otherwise, leave blank.</td></tr>
<tr><td>9</td><td>Offense Description</td><td>Provide a brief description of the offense.</td></tr>
<tr><td>10</td><td>Disposition Date</td><td>Date of judgment (disposition) or the date when cases were otherwise closed. Must be equal to or prior to the last day of the report being filed.</td></tr>
<tr><td>11</td><td>Disposition Description</td><td>Provide the disposition description (i.e., fine, fee, surcharge, covered by, reduced to, dismissed).</td></tr>
<tr><td>12</td><td>Fine Amount</td><td>Enter the fine amount; leave blank if no money is reported.</td></tr>
<tr><td>13</td><td>Fee Type</td><td>If applicable, provide the fee type from the options below:
<table>
<tr><td>1</td><td>Bail</td></tr>
<tr><td>2</td><td>Sex Offender Registration Fee</td></tr>
<tr><td>3</td><td>DNA Data Bank Registration Fee</td></tr>
<tr><td>4</td><td>Termination of Suspension Fee</td></tr>
<tr><td>5</td><td>Supplemental Sex Offender Victim Fee</td></tr>
<tr><td>6</td><td>Local Surcharge</td></tr>
</table></td></tr>
<tr><td>14</td><td>Fee Amount</td><td>Enter the fee amount; leave blank if no money is reported.</td></tr>
<tr><td>15</td><td>Surcharge Amount</td><td>Enter the mandatory surcharges that relate to each disposition.</td></tr>
</table>

16	Payment Type	Must be either F (Final) or P (Partial)
17	Total Amount	Must equal Fines Total + Fees Total + Surcharges Total
18	Adjustment Amount, if any	Provide the adjustment amount (i.e. -$250) and reason for the adjustment. JCF will contact you for further information.

In addition, for each case where you indicated that the original charge was reduced to/amended (in item Number 11 above), you need to provide the following additional information:

Number	Field Name	Description
1	Docket Number	Should be 8 characters long (and should match Docket Number reported above).
2	Statute Section	Provide the statute and section the defendant was convicted of. Please use the abbreviations provided in the Handbook for Town and Village Justices and Court Clerks. It is very important that you indicate the correct statute and section of law for each case reported. The distribution of funds is based on the reported statute. An incorrect citation of those statutes on your reports may result in a loss of revenue to your municipality.
3	TSLED Number	Enter the Traffic Safety, Law Enforcement and Disposition number (should match the TSLED Number reported above).
4	Ordinance Indicator	Provide the ordinance indicator only if the conviction relates to a local ordinance; otherwise, leave blank. T – Town Ordinance V – Village Ordinance C – County Ordinance or School Bus Photo Monitoring P – On the Parkway or in a park A – Thruway Authority WZPM AR – Thruway Authority WZPM Reported for D – Department of Transportation WZPM DR – Department of Transportation WZPM Reported for Z – Statute 306 or 402 and description is “PARK”
5	Offense Description	Provide a brief description of the offense for which the defendant was convicted.
6	Fine Amount	Enter the fine amount, leave blank if no money is reported.
7	Fee Type	If applicable, provide the fee type from the options below: 1 – Bail 2 – Sex Offender Registration Fee 3 – DNA Data Bank Registration Fee 4 – Termination of Suspension Fee 5 – Supplemental Sex Offender Victim Fee 6 – Local Surcharge
8	Fee Amount	Enter the fee amount; leave blank if no money is reported.
9	Surcharge Amount	Enter the mandatory surcharges that relate to each disposition.
10	Payment Type	Must be either F (Final) or P (Partial)
11	Total Amount	Must equal Fines Total + Fees Total + Surcharges Total

New York State Comptroller
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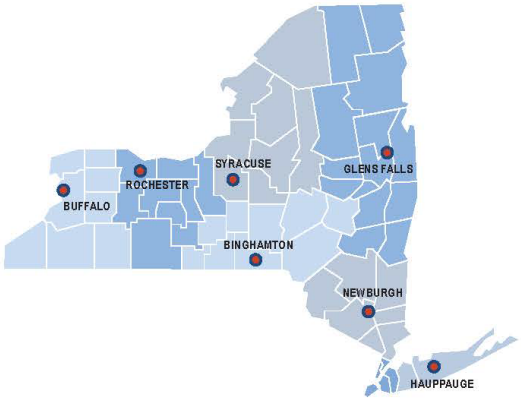

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Executive Deputy Comptroller

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Robin L. Lois, CPA, Deputy Comptroller
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Randy Partridge, Assistant Comptroller

Audits, Local Government Services and Professional Standards • 518.474.5404
(Audits, Technical Assistance, Accounting and Audit Standards)

Local Government and School Accountability Help Line • 866.321.8503 or 518.408.4934
(Electronic Filing, Financial Reporting, Justice Courts, Training)

Division of Legal Services
Municipal Law Section • 518.474.5586

New York State & Local Retirement System
Retirement Information Services
Inquiries on Employee Benefits and Programs
518.474.7736

Technical Assistance is available at any of our Regional Offices

BINGHAMTON REGIONAL OFFICE
Tel 607.721.8306 • **Fax** 607.721.8313 • **Email** Muni-Binghamton@osc.ny.gov
Counties: Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Tioga, Tompkins

BUFFALO REGIONAL OFFICE
Tel 716.847.3647 • **Fax** 716.847.3643 • **Email** Muni-Buffalo@osc.ny.gov
Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

GLENS FALLS REGIONAL OFFICE
Tel 518.793.0057 • **Fax** 518.793.5797 • **Email** Muni-GlensFalls@osc.ny.gov
Counties: Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington

HAUPPAUGE REGIONAL OFFICE
Tel 631.952.6534 • **Fax** 631.952.6530 • **Email** Muni-Hauppauge@osc.ny.gov
Counties: Nassau, Suffolk

NEWBURGH REGIONAL OFFICE
Tel 845.567.0858 • **Fax** 845.567.0080 • **Email** Muni-Newburgh@osc.ny.gov
Counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

ROCHESTER REGIONAL OFFICE
Tel 585.454.2460 • **Fax** 585.454.3545 • **Email** Muni-Rochester@osc.ny.gov
Counties: Cayuga, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

SYRACUSE REGIONAL OFFICE
Tel 315.428.4192 • **Fax** 315.426.2119 • **Email** Muni-Syracuse@osc.ny.gov
Counties: Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence

STATEWIDE AUDIT
Tel 607.721.8306 • **Fax** 607.721.8313 • **Email** Muni-Statewide@osc.ny.gov

osc.ny.gov

Contact

Office of the New York State Comptroller
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