

# Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Caledonia Village Court

Month Reviewed:

2/1/24 ..

Through

2/29/24

Name of Justice:

Kyle D. Mackay

Review Performed By:

Dean H. Morley

Date

7/30/24

# 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? ☒ ☐
- ▶ 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. ☒ ☐
- ▶ Do dockets for disposed cases appear to be complete? ☒ ☐
- ▶ Do dockets for disposed cases agree with amounts reported? ☒ ☐

## Cash Book Reconciliation

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

*Last Cash Reconciliation:*

Date Performed 3/4/24 Month Ending February

## Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ☒ ☐
- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ☒ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ☒ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ☒ ☐

Last report submitted: Month Ending February Date 3/11/24 Amount \$25.

- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

# Annual Checklist for Review of Justice Court Records

Yes No

## Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections?
- ▶ Are duplicate receipts kept for court records?
- ▶ Are receipts recorded up-to-date?

Last recorded receipt:

# KDM11028 Date 2/12/24 Amount \$125.00

- ▶ 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?
- ▶ Are deposits identified?
- ▶ Are duplicate deposit slips kept for court records?
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?
- ▶ Are deposits recorded up-to-date?

Last recorded deposit:

Date 2/12/24 Amount \$125.00

- ▶ Is the receipt book totaled and summarized at the end of each month?

Last Month Totaled and Summarized February

## Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash?
- ▶ Are all checks signed by the Justice?
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records?
- ▶ Are checks recorded up-to-date?

Last recorded check:

# 1069 Date 3/4/24 Amount \$125.00

## Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received?

Last Bank Reconciliation for Each Bank Account:

Date Performed 3/4/24 Month Ending February

## Additional Supporting Records

- ▶ Is a list of bail maintained?
- ▶ Is a record of uncollected installment payments maintained?

# 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? ☐ Yes ☒ No  
If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_

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? ☒ Yes ☐ No

Last TSLED Report Available: Date 6/30/24

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

- How many cases are shown as pending in the last TSLED report? 19 ☒ Yes ☐ No
- Does the cash book total agree with the bank reconciliation and supporting information? ☒ Yes ☐ No
- Is the number of pending cases reasonable? ☒ Yes ☐ No
  - How many cases are shown as pending for more than 90 days? 25
  - What actions have been taken to dispose of these cases?

## Overall Evaluation

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