

## ELECTRONIC FILING IS HERE

What else should I know?

### Electronic Filing:

- Is easy
- Allows localities to keep their share of the moneys collected by their justice courts instead of waiting for reimbursement from the State
- Helps courts improve the accuracy of their reports
- Helps courts retain and retrieve their reports.

To find out more about Electronic Filing and Invoice Billing, call or send us an email.

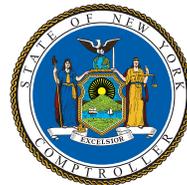
We can be reached at  
518-474-3345

Our email address is  
[courtfund@osc.state.ny.us](mailto:courtfund@osc.state.ny.us)

OFFICE OF THE STATE COMPTROLLER



DIVISION OF LOCAL GOVERNMENT  
AND SCHOOL ACCOUNTABILITY



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[www.osc.state.ny.us/  
localgov/finreporting/jcef/index.htm](http://www.osc.state.ny.us/localgov/finreporting/jcef/index.htm)

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**Justice Court Fund**

## Benefits of Electronic Filing for Justice Courts



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## Why Should Courts File Their Justice Court Fund Reports Electronically?

Since 1997, the Office of the State Comptroller (OSC) has been encouraging local justice courts to file their monthly reports electronically with OSC's Justice Court Fund (JCF). Today, nearly 900 town and village courts file their reports electronically, representing almost 95% of the moneys reported to the JCF monthly.

When *all* justices in a municipality file electronically, the JCF will bill the locality's chief fiscal officer (CFO) directly for any amount due the county and/or the State. This process, known as Invoice Billing, allows localities to keep their share of the funds they collect instead of waiting for the quarterly distribution of the funds after they have filed their reports on paper.

Town and village justice courts that file their reports electronically will also receive a monthly distribution summary from the JCF that will include a listing of the cases and fines contained in their report, which they can then review for accuracy and retain for their records.

## Is it Difficult for Courts to File Electronically?

No. Justice court officials who wish to file their reports electronically just need to use software approved by the Office of Court Administration and have access to the Internet.

The use of approved software for electronic report filing will allow court personnel to reduce human error and store reports on their computers.

A current list of approved reporting software can be found in OSC's *Handbook for Town and Village Justices*: [www.osc.state.ny.us/localgov/pubs/jch.pdf](http://www.osc.state.ny.us/localgov/pubs/jch.pdf)

## Will the Justice Court Fund Provide Technical Assistance to Court Personnel?

Yes. Support is always available by telephone, 518-474-3345, or email, [courtfund@osc.state.ny.us](mailto:courtfund@osc.state.ny.us) for any situations that may arise as court officials begin to file their JCF reports electronically.

## How Do Courts Sign Up for Electronic Filing?

Just call the JCF at 518-474-3345 or email us at [courtfund@osc.state.ny.us](mailto:courtfund@osc.state.ny.us) and our staff will guide you through the process of registering to file electronically.

## How Soon Can a Court Begin Invoice Billing?

As soon as *all* of a locality's justices are approved to file their reports electronically, we will approve a town or village court's use of Invoice Billing.

Under this procedure, the locality's justice(s) will file their reports with us electronically and simultaneously send a check to the town's/ village's CFO for the amount of money collected by the court. The JCF will then audit the report and send the CFO a bill for the portion of the moneys collected that are due the State and/or the county. The locality will retain its share of the funds collected, along with any interest earned on them.