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TO: Town and Village Justices and Court Clerks

FROM: Tammi Coburn-Sossei
Manager, Justice Court Fund

SUBJECT: New Paper Reporting Format Advisory

DATE: July 15, 2008

This advisory is to inform you of upcoming changes to the justice report form (AC1030) used by courts that file their monthly report in paper form. We are revising the form to improve the quality and consistency of information courts report to us. The new form should be easier for courts to understand and complete, and the streamlined format should reduce reporting errors and duplication. The new form also permits us to allow for electronic scanning of the document.

The Justice Court Fund (JCF) is nearing completion of a project to employ Optical Character Recognition (OCR) technology when processing non-electronic justice reports. When the project is fully implemented, the justice reports will be scanned using OCR software and the information reported will be converted into an electronic format. The use of this technology will improve our processing efficiencies and will ensure a more accurate and timely distribution of the fine and surcharge moneys. It will also allow us to improve our response to information requests and enhance our research and data analysis capabilities.

The revised form and updated reporting instructions will be sent to your court shortly. We will be working with the Office of Court Administration and the NYS Association of Magistrates Court Clerks to provide guidance and assistance during this transition period. **Each justice that does not file their monthly reports electronically will be required to use the new form to report their monthly activity.** After the new forms are distributed, we will no longer accept reports using the previous format or printouts from court software packages. Reports filed that do not use the new form will be returned to the court for resubmission, during which time the filing will be considered delinquent.

Alternatively, we would like to encourage you to consider filing your monthly justice report electronically. We have included in this mailing an informational brochure on electronic filing. When considering this option, please keep in mind the following benefits that both you and your municipality will receive when choosing to file electronically:

- The ability to participate in our Invoice Billing Program which helps to improve cash flow by allowing your court to send the court receipts directly to your Chief Fiscal Officer (CFO) each month.
- The receipt of a monthly distribution summary of the cases and fines which you can review for accuracy.
- More accurate information by eliminating human error in the preparation of the monthly report.
- More efficient access to reports which can be easily retrieved on your computer.
- More timely filing of your report since the electronic report will be received immediately and is not dependent on the mail delivery schedule.

We hope you agree that this change will improve court financial reporting operations. If you should have any questions or would like more information on how to file your report electronically, please feel free to contact us by e-mail at courtfund@osc.state.ny.us or by phone at (518) 473-6438.