

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Westville

Month Reviewed:

09/14/20

Through

07/12/21

Name of Justice:

Ed Andrew
Curt Smith
Scott Brady

Review Performed By:

Rodrigue Lauzon
Brenda St Hilaire
Rob Reynolds
Dean Fleury
Mike Armstrong

Date

07/12/21

Annual Checklist for Review of Justice Court Records

Yes No

Cash Receipts Book

- ▶ Are pre-numbered receipt forms issued for all collections? Yes No
- ▶ Are duplicate receipts kept for court records? Yes No
- ▶ Are receipts recorded up-to-date? Yes No
Last recorded receipt:
_____ Date _____ Amount _____
- ▶ 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? Yes No
- ▶ Are deposits identified? Yes No
- ▶ Are duplicate deposit slips kept for court records? Yes No
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? Yes No
- ▶ Are deposits recorded up-to-date? Yes No
Last recorded deposit:
Date _____ Amount _____
- ▶ Is the receipt book totaled and summarized at the end of each month? Yes No
Last Month Totaled and Summarized _____

Cash Disbursements Book

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? Yes No
- ▶ Are all checks signed by the Justice? Yes No
- ▶ Are canceled checks (or check images) returned with bank statements and kept for court records? Yes No
- ▶ Are checks recorded up-to-date? Yes No
Last recorded check:
_____ Date _____ Amount _____

Bank Reconciliations

- ▶ Are bank accounts reconciled promptly after bank statements are received? Yes No
Last Bank Reconciliation for Each Bank Account:
Date Performed _____ Month Ending _____

Additional Supporting Records

- ▶ Is a list of bail maintained? Yes No
- ▶ Is a record of uncollected installment payments maintained? Yes No

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 _____ *Month Ending* _____

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 _____ Date _____ Amount _____
- ▶ 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

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 _____

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

- ▶ How many cases are shown as pending in the last TSLED report? _____ 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? _____
- What actions have been taken to dispose of these cases?

Overall Evaluation
