

TOWN OF WESTVILLE

JUSTICE COURT

936 County Route 19 • Constable, NY 12926

PH: (518) 358-2499 • FAX: (518) 358-0036 • Email: westvillejusticecourt@yahoo.com

12/29/2021

Dear Town Supervisor:

Pursuant to Uniform Justice Court Act § 2019-a, it is the duty of every justice to present his/her records and docket, at least once a year and upon the last audit day of the town, to the auditing board of the town, which shall examine said records or docket, or cause same to be examined, and enter in the minutes of its proceedings the fact that they have been duly examined.

Consistent with Section 2019-a of the Uniform Justice Court Act, I hereby advise that the records and docket for the Westville Town Court for the most recently concluded calendar year or fiscal year are available to be presented for such examination. I look forward to working with you to schedule such examination in an expeditious manner.

It is my understanding that OCA's Internal Audit Services (IAS) unit will be corresponding with you as well in the very near future in this regard. Subsequent to the audit or examination, please forward to the IAS unit the audit report, as well as the Board's resolution noting that the records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Town as required by law. Such materials may be mailed to the following:

Internal Audit Services Unit
Attn: Joan Casazza
2500 Pond View, Suite LL01
Castleton-on-Hudson, NY 12033

In the alternative, such materials may be sent via email to: jcasazza@nycourts.gov

Thank you.

Very truly yours,



Scott Brady

Westville Town Justice

cc: [District Supervising Judge]
[District Special Counsel]