



COPY

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Groveland

Month Reviewed:

01/01/2024

Through

12/31/2024

Name of Justice:

Mark Bean

Jenean Love

Review Performed By:

Amy Hunter

John Macaulay

[Signature]

Date

1/16/25

1/16/25

2/13/25

BD

Annual Checklist for Review of Justice Court Records

Cash Receipts Book

Yes No

► 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:

MTB # 1337 Date 12/30/24 Amount \$20.00

JAL # 9454 Date 12/31/24 Amt \$218.00

► 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:

MTB Date 12/31/24 Amount \$90.00

JAL 12/31/24 Amt \$25.00

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

Last Month Totaled and Summarized 1993.00 MTB \$2051.00 JAL

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:

MTB # 162 Date 01/7/25 Amount 1993.00

JAL #1063 \$2051.00 Date 1/7/25

② Digital access
② e ability to get
upon request

Bank Reconciliations

► Are bank accounts reconciled promptly after bank statements are received?

Last Bank Reconciliation for Each Bank Account:

MTB Date Performed 1/7/24 Month Ending 12/2024

JAL Date Performed 1/7/24 Month End 12/2024

Additional Supporting Records

► Is a list of bail maintained? Check book record

► Is a record of uncollected installment payments maintained? yes in SEI program

► Count petty cash balance \$235.00 1/2/25

Compare timecards to bank deposit slips

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Dockets and Case Files</u>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? <i>all classifications in same dockets</i>	<input type="radio"/>	<input checked="" type="radio"/>
▶ 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.	<input checked="" type="radio"/>	<input type="radio"/>
▶ Do dockets for disposed cases appear to be complete?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Do dockets for disposed cases agree with amounts reported?	<input checked="" type="radio"/>	<input type="radio"/>

Cash Book Reconciliation

- | | | |
|---|----------------------------------|-----------------------|
| ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? | <input checked="" type="radio"/> | <input type="radio"/> |
| ▶ Does the cash book total agree with the bank reconciliation and supporting information? | <input checked="" type="radio"/> | <input type="radio"/> |

Last Cash Reconciliation:

Date Performed 1/7/25 Month Ending Dec 2024 MTO/JAL

Reports to the Division of Criminal Justice Services

- | | | |
|---|----------------------------------|-----------------------|
| ▶ Are reports made timely to the Division of Criminal Justice Services? <i>CDR done court day</i> | <input checked="" type="radio"/> | <input type="radio"/> |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input checked="" type="radio"/> | <input type="radio"/> |

Reports to the Justice Court Fund

- | | | |
|---|----------------------------------|----------------------------------|
| ▶ Are reports made timely to the Justice Court Fund? | <input checked="" type="radio"/> | <input type="radio"/> |
| ▶ Do reported amounts agree with docket dispositions and case files? | <input checked="" type="radio"/> | <input type="radio"/> |
| ▶ Do reported amounts agree with cash receipt and disbursement books? <i>JAL 1/2/25 Dec 24 20512</i> | <input checked="" type="radio"/> | <input type="radio"/> |
| Last report submitted: Month Ending <u>12/24</u> Date <u>1/7/25</u> Amount <u>1993</u> | <input type="radio"/> | <input checked="" type="radio"/> |
| ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____ | <input type="radio"/> | <input checked="" type="radio"/> |

*AA
JM*

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?

If yes, why were the cases pending and what corrective actions were taken, if any _____

o (o)

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?

Last TSLED Report Available: Date 1/14/2025

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

(o) o

- How many cases are shown as pending in the last TSLED report? 3 cases

- Is the number of pending cases reasonable? yes

- How many cases are shown as pending for more than 90 days? 1

• What actions have been taken to dispose of these cases? TSLED representative spoken to several times. Hand written ticket has missing numbers & DMV unable to process

(o) o

Overall Evaluation

AT
SM

Amy Hunter
John Macarley