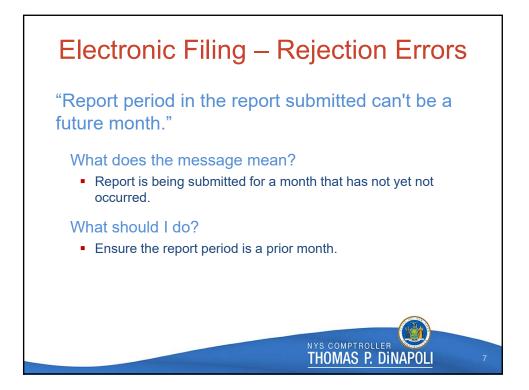
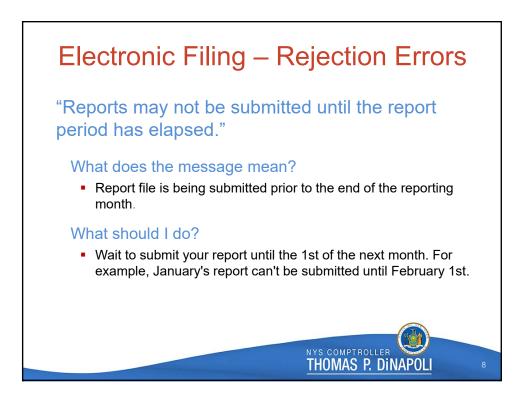
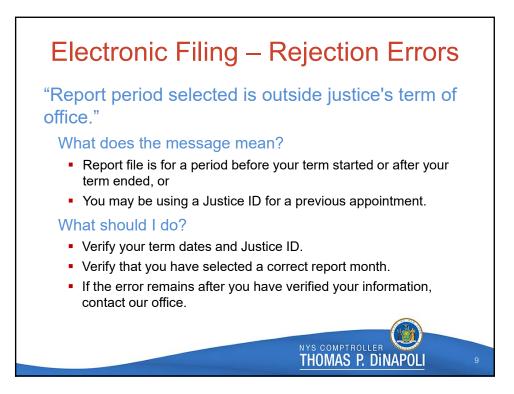
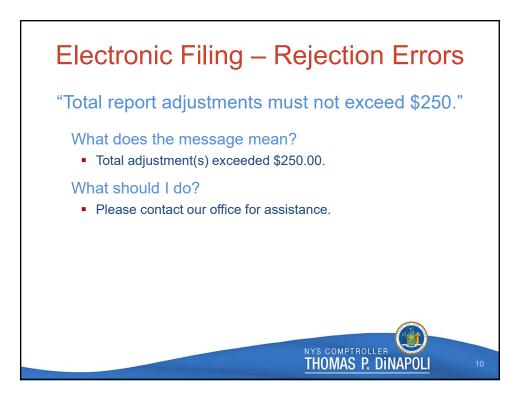


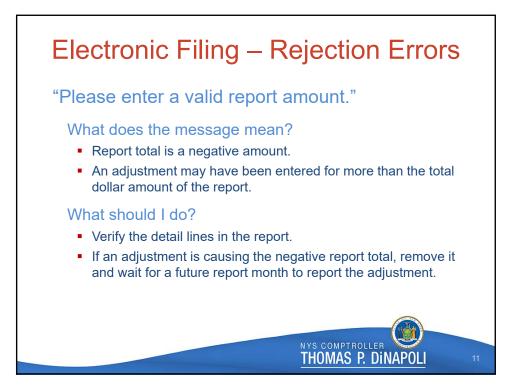
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Reports			f Example		
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ected Reports		All Re	eports		
cepted Reports	Date Filed	Report Period	Report Statu	18	
	08/05/2019	06/2019	Submitted (Pending Review)		
ks	06/28/2019	05/2019			
c	07/09/2019	04/2019			
5A		03/2019			
	05/08/2017	02/2017	Rejected		1
Handbook	05/08/2017	02/2017	Rejected		
porting Instructions		02/2017	,		
	05/08/2017	02/2017			
	« Previous	Submit a Report	Back Logout	Next.>]
	cs C SA Handbook	SS 0805/2019 C 96/26/2019 SA 96/26/2019 Handbook 95/98/2017 Sostant 95/98/2017 95/98/2017 95/98/2017 95/98/2017 95/98/2017 95/98/2017 95/98/2017	Call Field Report Period SS 09/05/2019 06/2019 C 09/05/2019 05/2019 SA 09/05/2019 04/2019 Handbook 09/05/2019 03/2019 SS08/2017 0/2017 0/2017 DS08/2017 0/2017 0/2017	Code Fried Report Period Report State 08/05/2019 06/2019 Submitted (Pending Review) 06/05/2019 05/2019 Submitted (Pending Review) 06/05/2019 05/2019 Submitted (Pending Review) 06/05/2019 04/2019 Submitted (Pending Review) 06/05/2019 04/2019 Submitted (Pending Review) 06/05/2019 03/2019 Submitted (Pending Review) 05/05/2017 02/2017 Rejected 05/05/2017 02/2017 Rejected 05/05/2017 02/2017 Rejected 05/05/2017 02/2017 Rejected 05/05/2017 02/2017 Submitted (Pending Review) 05/05/2017 02/2017 Submitted (Pending Review)	Code Faco Report Partical Report Partical Report Values cs 0205/2019 06/2019 Submitted (Pending Review) 06/2019 ca 05/2019 05/2019 Submitted (Pending Review) 06/2019 ca 05/2019 05/2019 Submitted (Pending Review) 06/2019 ca 05/2019 03/2019 Submitted (Pending Review) 06/2019 data 05/05/2019 03/2019 Submitted (Pending Review) 05/05/2019 data 05/05/2019 02/017 Rejected 05/05/2017 05/05/2017 02/2017 Rejected 05/05/2017 05/05/2017 02/2017 Rejected 05/05/2017 05/05/2017 02/2017 Submitted (Pending Review) 05/05/2017 05/05/2017 02/2017 Submitted (Pending Review) 05/05/2017

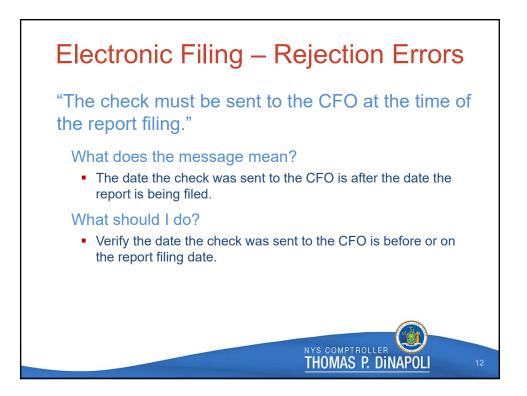


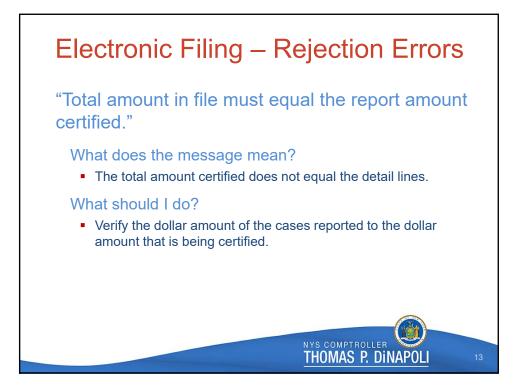


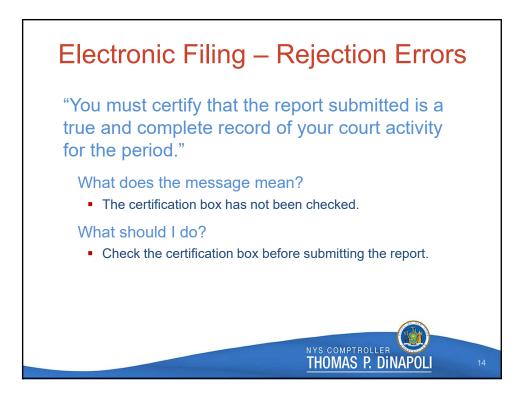


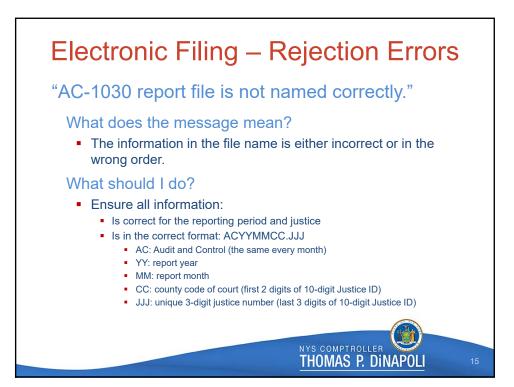




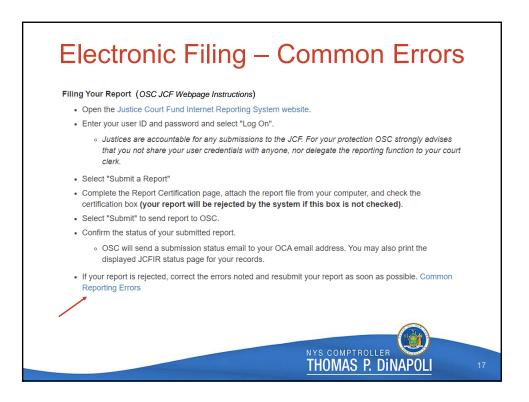






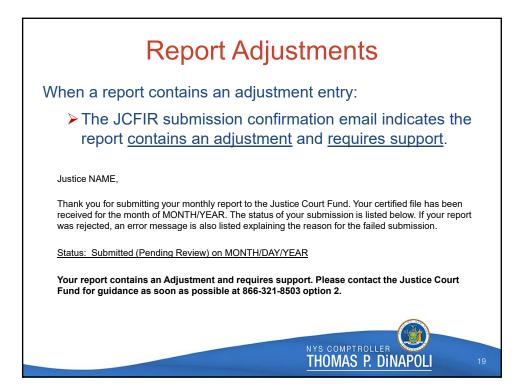


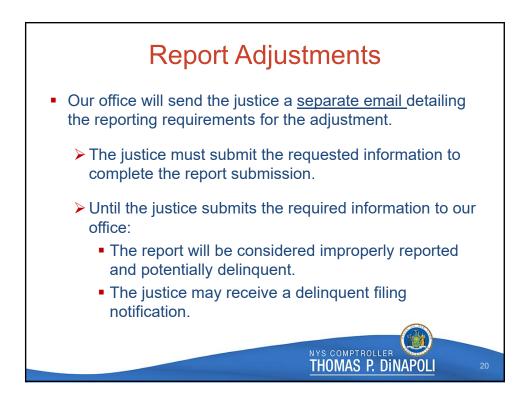


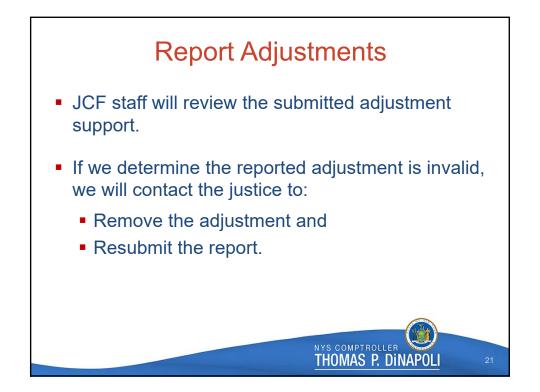


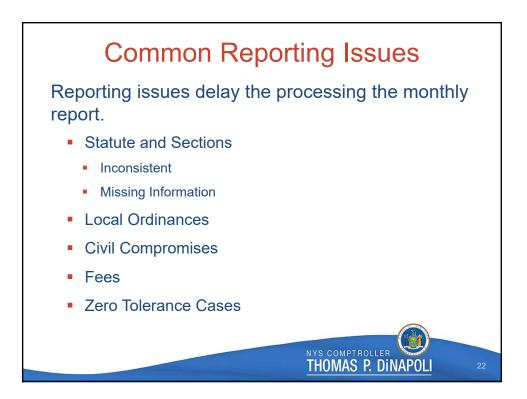
Electronic Filing – Common Errors

Report Submission Error	Possible Cause	Resolution
"Report period in the report submitted can't be a future month."	Report is being submitted for a month has not yet not occurred.	Ensure the Report Period is a prior month.
"Reports may not be submitted until the report period has elapsed."	Report file is being submitted prior to the end of the reporting month.	Wait to submit your report until the 1st of the next month. For example, January's report can't be submitted until February 1st.
"Report period selected is outside justice's term of office."	Report file is for a period before your term started or after your term ended, or you may be using a Justice ID for a previous appointment.	Verify your term dates and Justice ID. Verify that you have selected a correct report month. If the error remains after you have verified your information, contact our office.
"Total report adjustments must not exceed -\$250"	Total adjustment(s) exceeded \$250.00.	Please contact the Justice Court Fund for assistance.
"Please enter a valid report amount."	Report total is a negative amount. An adjustment may have been entered for more than the total dollar amount of the report.	Verify the detail lines on the report. If an adjustment is causing the negatil report total, remove it and wait for a future report month to report the adjustment. Or, you may instead submit a refund request to our office.
"The check must be sent to the CFO at the time of the report filing."	The date the check was sent to the CFO is after the date the report is being filed.	Verify the date the check was sent to the CFO is before or on the report filing date.
"Total amount in file must equal the report amount certified."	The total amount certified does not equal the detail lines.	Verify the dollar amount of the cases reported to the dollar amount that is being certified.
"You must certify that the report submitted is a true and complete record of your court activity for the period."	The certification box has not been checked.	Check the certification box before submitting the report.
"AC-1030 report file is not named correctly."	The information in the file name is either incorrect or in the wrong order.	Ensure all information is correct for the reporting period and in the correct format: ACYYMMCC.JJJ (AC: Audit and Control, YY: report year, MM: report month, CC: county code of court, JJJ: unique 3 digit justice number
		NYS COMPTROLLER THOMAS P. DINAPOLI 1









	Id Section Inconsistent ction = 1201a, Offense Description Speeding	=
Title of Action	Defendant Name	
Offense Description	Speeding (VO) 47/30	Which violation is
Statute	VO	being reported?
Section Felony Identifier	1201a	Speeding VO, or VT 1201a parking?
Ordinance Indicator		
TSLE&D Number	XXXXXX	
Docket Number	XXXXXX	
Disposition	Fine/Fee	
Arrest Date	10/15/2020	
Disposition Date	5/19/2021	
Fine Amount	\$100.00	
Surcharge Amount	\$25.00	
Fee Amount	\$0.00	
Fee Туре		
Payment Type		

	ing Issues — n Inconsistent with Surcharge Amounts	Examples
Title of Action	Defendant Name	
Offense Description	DWI - 1st Offense	
Statute	VTL	
Section	1192 3	
Felony Identifier		
Ordinance Indicator		
TSLE&D Number	XXXXXX	
Docket Number	XXXXXX	
Disposition	Fine/Shg	
Arrest Date	1/6/2021	
Disposition Date	00/00/0000	
Fine Amount	<mark>\$0.00</mark>	
Surcharge Amount	<mark>\$0.00</mark>	
Fee Amount	\$0.00	
Fee Type		
Payment Type		
	NYS COMPTRO THOMAS	DLLER P. DINAPOLI 24

	ported – Missing Case Information on and Offense Description are blank
Title of Action	Defendant Name
Offense Description	
Statute	
Section	
Felony Identifier	
Ordinance Indicator	
TSLE&D Number	XXXXXX
Docket Number	XXXXXX
Disposition	Fine/Shg
Arrest Date	1/1/2021
Disposition Date	2/1/2021
Fine Amount	\$50.00
Surcharge Amount	\$85.00
Fee Amount	\$0.00
Fee Type	
Payment Type	

Common Reporting Issues – Local Ordinances

Reporting Local Ordinances of <u>Your Municipality</u> (Dog ordinances, noise violations, etc.)

- Issue: Missing required information
- Must be reported to identify as Local Ordinance
 - Statute, Section and Offense Description (e.g., Statute = "TO" or "VO")
 - OSC Ordinance Indicator used by the JCF
 - "T" for Town Ordinance
 - "V" for Village Ordinance
- Must follow court system vendor instructions for entering Local Ordinance
 - Will autopopulate the OSC Ordinance Indicator used by the JCF

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• OSC Ordinance Indicator *will not* display in your system.

Missing OSC Ord	linance Indicator	Missing OSC Ord	dinance Indicat
in a Town C	ourt Report	in a Village	Court Report
litle of Action	Defendant Name	Title of Action	Defendant Name
Offense Description	Dog @ Larage	Offense Description	Refuse & Debris
Statute	TN	Statute	BVC
Section	77-10A	Section	135-17
Felony Identifier		Felony Identifier	
Ordinance Indicator		Ordinance Indicator	
TSLE&D Number	XXXX	TSLE&D Number	XXXX
Docket Number		Docket Number	
Disposition	Fine/Civil Fee	Disposition	Fine
Arrest Date	4/2/2020	Arrest Date	4/28/2021
Disposition Date	12/23/2020	Disposition Date	5/19/2021
Fine Amount	\$0.00	Fine Amount	\$500.00
Surcharge Amount	\$0.00	Surcharge Amount	\$0.00
Fee Amount	\$35.00	Fee Amount	\$0.00
Fee Туре		Fee Identifier	,
Payment Type		Payment Type	

Title of Action	Defendant Name
Offense Description	Refuse & Debris
Statute	BVC
Section	135-17
Felony Identifier	
Ordinance Indicator	
TSLE&D Number	XXXX
Docket Number	
Disposition	Fine
Arrest Date	4/28/2021
Disposition Date	5/19/2021
Fine Amount	\$500.00
Surcharge Amount	\$0.00
Fee Amount	\$0.00
Fee Identifier	
Payment Type	

Common Reporting Issues – Local Ordinances

Town Reporting for a Village

Does not properly identify Village Ordinance Issue: Result: Improper distribution of revenue

- Must be reported to identify as Village Ordinance •
 - Statute, Section and Offense Description (e.g., Statute = VO)
 - OSC Ordinance Indicator used by the JCF
 - "V" for Village Ordinance
- Must follow court system vendor instructions for entering Village Local Ordinance being heard in the Town Court
 - Will autopopulate the OSC Ordinance Indicator used by the JCF

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• OSC Ordinance Indicator will not display in your system.

Offense Description	rting Village Ordinance on states VO, Statute = VTL, No linance Indicator Which is it?	
Title of Action	Defendant Name	
Offense Description	VO Vlg Park	Indicates violation of Village Ordinance
Statute	VTL	Indicates violation of the VTL
Section	1203 C	(Off street parking for handicapped)
Felony Identifier		
Ordinance Indicator		If Town is reporting Village Ordinance, must have "V" Ordinance Indicator, otherwise the revenues would be directed to Town instead of Village.
TSLE&D Number	XXXXX	
Docket Number	XXXXX	
Disposition	Fine	
Arrest Date	2/20/2021	
Disposition Date	8/3/2021	
Fine Amount	\$150.00	
Surcharge Amount	\$0.00	
Fee Amount	\$0.00	
Fee Туре		
Payment Type		

Common Reporting Issues – Local Ordinances

Towns Reporting for more than one Village

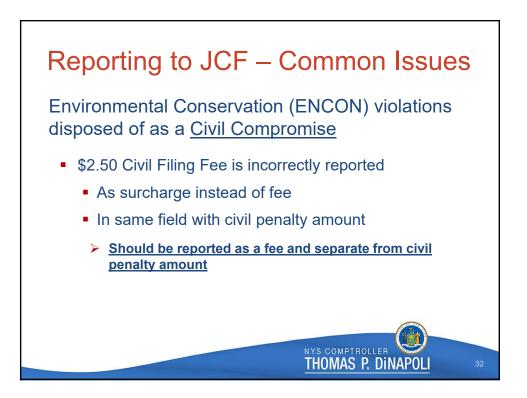
- Must identify the Village to ensure proper distribution
- How to report: *Town of Anywhere reporting for:*
 - Village of Anywhere and Village of Somewhere

Village	Statute	Section
Anywhere	VOA	12-207
Somewhere	VOS	12-207

• Or at minimum, identify the village in the offense description

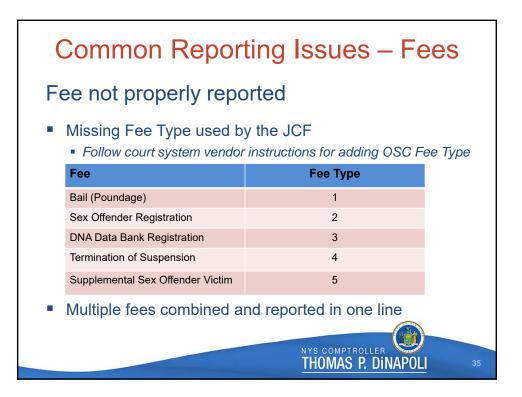
NYS COMPTROLLER

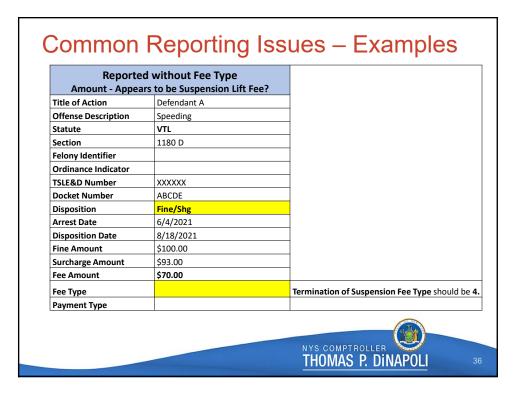
	orted with VO indicator. Is multiple Villages:		
Title of Action	PARKING=AUTOMATIC		
Offense Description	Misc Parking VO	Which Village ?	
Statute	VO		
Section	Parking		
Felony Identifier			
Ordinance Indicator	v		
TSLE&D Number			
Docket Number			
Disposition	Fine/Sch		
Arrest Date	00/00/0000		
Disposition Date	1/4/2021		
Fine Amount	\$5,000.00		
Surcharge Amount	\$423.00		
Fee Amount	\$0.00		
Fee Type			
Payment Type			



Money Repo	isposition Fine/Shg rted in Surcharge and Fee fields nine the correct Fine/Fee/Surcharge	
Title of Action	Defendant Name	
Offense Description	Fish/Wildlife Viol	
Statute	ECL	
Section	11-0107	
Felony Identifier		
Ordinance Indicator		Was this a civil compromise, or is this the
TSLE&D Number		correct disposition? - If correct disposition, then is the \$297.50
Docket Number	XXXXXX	the fine assessed?
Disposition	Fine/Shg	- If incorrect disposition and is a Civil Compromise, then \$2.50 should be in Fee
Arrest Date	12/5/2020	 field, and if \$297.59 penalty collected, the it should be reported Fine field.
Disposition Date	1/5/2021	
Fine Amount	\$0.00	
Surcharge Amount	\$2.50	
Fee Amount	\$297.50	
Fee Type		
Payment Type		

Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$200.00 Fee Amount \$200.00		omise reported \$200 Fee	
Statute ECL Section 11-0901 Felony Identifier Ordinance Indicator TSLE&D Number XXXXX Docket Number XXXXXX Disposition CivilComp Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$200.00 Civil compromise filing fee is \$2.50. - If \$220 is only the penalty to be paid I defendant, it should be reported in Fifield. - If \$220 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fine field and \$2.50 in Fee field.	Title of Action	Defendant Name	
Section 11-0901 Felony Identifier Ordinance Indicator TSLE&D Number XXXXXX Docket Number XXXXXX Disposition CivilComp Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$200.00 Civil compromise filing fee is \$2.50. If \$200 is only the penalty to be paid It defendant, it should be reported in Fifield. If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fifield and \$2.50 in Fee field. 	Offense Description		
Civil component Civil component Docket Number XXXXXX Docket Number XXXXXX Disposition Civil Comp Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$200.00			
Ordinance Indicator	Section	11-0901	
Strike Number XXXXX Docket Number XXXXXX Disposition CivilComp Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$0.00 Surcharge Amount \$0.00			
Docket Number XXXXX Disposition CivilComp Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$0.00 Fee Amount \$200.00 Civil compromise filing fee is \$2.50. - If \$200 is only the penalty to be paid It defendant, it should be reported in Fifeld. - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fine field and \$2.50 in Fee field.	Ordinance Indicator		
Disposition CivilComp If correct disposition of Civil Compromi Arrest Date 12/5/2020 If correct disposition of Civil Compromi Disposition Date 1/5/2021 Fine Amount S0.00 Surcharge Amount \$0.00 Fee Amount \$200.00 Civil compromise filing fee is \$2.50. - If \$200 is only the penalty to be paid I defendant, it should be reported in FileId. - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in FileId.	TSLE&D Number	XXXXXX	
Arrest Date 12/5/2020 Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$200.00 Fee Amount \$200.00 Fine Important \$2.50 million Fine Important \$2.50 million <td>Docket Number</td> <td>XXXXXX</td> <td></td>	Docket Number	XXXXXX	
Disposition Date 1/5/2021 Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$0.00 S200.00 - If \$200 is only the penalty to be paid I defendant, it should be reported in Field. - If \$200 collected includes \$2.50 fling fee, then \$197.50 should be reported in Field.	Disposition	CivilComp	If correct disposition of Civil Compromise
Fine Amount \$0.00 Surcharge Amount \$0.00 Fee Amount \$0.00 Support of the penalty to be paid to be	Arrest Date	12/5/2020	
Surcharge Amount \$0.00 Fee Amount \$200.00 Fee Amount \$200.00 Civil compromise filing fee is \$2.50. - If \$200 is only the penalty to be paid here defendant, it should be reported in Filed. - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Filed and \$2.50 in Fee field.	Disposition Date	1/5/2021	
Fee Amount \$200.00 Field	Fine Amount	\$0.00	
Fee Amount \$200.00 - If \$200 is only the penalty to be paid I defendant, it should be reported in Field. - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fine field and \$2.50 in Fee field.	Surcharge Amount	\$0.00	
Fee Туре		\$200.00	 If \$200 is only the penalty to be paid by defendant, it should be reported in Fin field. If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported
Payment Type	Payment Type		





Reported Without Fee Type Violation & Amount - Appears to be DNA Databank Registration Fee?		,
Title of Action	Defendant Name	
Offense Description	ASSAULT 3	
Statute	PL	
Section	120.00 01	
Felony Identifier		
Ordinance Indicator		
TSLE&D Number	XXXXXX	
Docket Number	ABCDE	
Disposition	Fine/Shg	
Arrest Date	6/4/2021	
Disposition Date	8/18/2021	
Fine Amount	\$0.00	
Surcharge Amount	\$45.00	
Fee Amount	\$50.00	
Fee Type		DNA Databank Registration Fee Type should be 3.
Payment Type		
		APTROLLER AS P. DINAPOLI 37

Common Repor	rting Issues – Examples Fee Reported Unknown Fee Type
Title of Action	Defendant Name
Offense Description	ASSAULT 3
Statute	PL
Section	120.00 01
Felony Identifier	
Ordinance Indicator	
TSLE&D Number	XXXXXX
Docket Number	ABCDE
Disposition	Fine/Shg
Arrest Date	6/4/2021
Disposition Date	8/18/2021
Fine Amount	\$500.00
Surcharge Amount	\$180.00
Fee Amount	\$75.00
Fee Type	
Payment Type	
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