

Justice Court Fund Reporting Changes

Justice Court Fund Modernization Team

Kasey Sheldon

Anthony Repicky



New York State Comptroller
THOMAS P. DiNAPOLI

1

Training Objectives

- Transition from Justice Court Fund Internet Reporting (JCFIR) to Justice Court Fund Reporting (JCR)
- Getting Started
 - Accessing JCR
 - How to File
- Reporting Errors



New York State Comptroller
THOMAS P. DiNAPOLI

2

Transition

Expected Timeline

- **May 1-10, 2024** – File your April 2024 and any past due reports in JCFIR.
- **May 11-22, 2024** – New justices will receive their justice ID but will not be given access to JCFIR; they will be enrolled in JCR at the end of May.
- **May 21, 2024** – Last day to file all delinquent reports (April 2024 and prior) to avoid delays.



New York State Comptroller
THOMAS P. DiNAPOLI

3

Transition

Expected Timeline

- **May 22, 2024**, JCFIR is decommissioned.
- **End of May**, JCR is live.
 - You will receive two emails, one with your user ID and another with your password.
 - May 2024 will be the first monthly filing in JCR.
 - Justice Court Fund (JCF) will add delinquent reports.



New York State Comptroller
THOMAS P. DiNAPOLI

4

Transition

Highlights

- What will be the same?
 - AC-1030 should still be used.
- What's new?
 - New Platform – Online Services
 - New username and password
 - Filing will become available on the last day of term or assignment or the first of each month.
 - Adjustment details are required at time of filing.



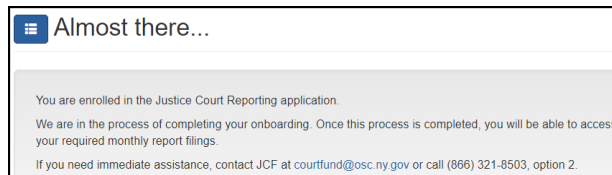
New York State Comptroller
THOMAS P. DiNAPOLI

5

Getting Started

Accessing JCR

- Enrolled into Online Services Portal
 - There may be a short delay between receiving enrollment email and the completion of the onboarding process.



New York State Comptroller
THOMAS P. DiNAPOLI

6

Getting Started

Accessing JCR

Office of the New York State Comptroller
NYS Comptroller Thomas P. DiNapoli

Online Services

Local Government Justice Court Reporting System

Welcome to Online Services

Online Services Applications

You are currently subscribed to the following applications:

- Justice Court Reporting

Announcements

No announcements to report.



New York State Comptroller
THOMAS P. DINAPOLI

Actionable Reports

Actionable Reports

Reports

Report Year: Nothing selected

Report Month: Nothing selected

Report Status: Not Started, Started, Certif (dropdown open)

Report Type: Legacy, Standard

Clear Filter(s)

	Report Month and Year	Report Status	Date	Certified Date	Report Type
View	May 2023	Not Started			Standard
View	June 2023	Not Started			Standard
View	July 2023	Certified	02/02/2024 10:04:03	02/02/2024 10:05:10	Standard AC-1030 Report
View	August 2023	Certified	01/31/2024 01:03:27	02/02/2024 10:03:13	Standard AC-1030 Report
View	September 2023	Nothing Required	01/29/2024 10:39:38		Standard AC-1030 Report
View	October 2023	Started	03/01/2024 01:23:50		Standard AC-1030 Report



New York State Comptroller
THOMAS P. DINAPOLI

Report Status

STATUS	DESCRIPTION
Not Started	The report is available for filing but has not been started.
Started	The report has been started but not certified and filed with JCF.
Certified	The report was submitted and certified with JCF.
Refiling required	The report was previously certified and submitted but put into refiling required status by JCF. This report is considered unfiled until recertified and resubmitted.

Report Type

TYPE	DESCRIPTION
Standard	All reports created within JCR. This would include May 2024 reports going forward.
Legacy	A legacy report that was past-due at the time the JCR application went live and had to be manually created in the JCR application. This would include any reports from April 2024 and prior.



New York State Comptroller
THOMAS P. DiNAPOLI

9

Actionable Reports

Term End Date

- Justices can now submit their final report on the last day of their Term and up to the 10th of the following month.
 - JCF must be aware of the term end date and the records must be updated accordingly.
 - Contact JCF if final month's report is not included in "Actionable Reports."



New York State Comptroller
THOMAS P. DiNAPOLI

10

How to File

- Select “View” next to the report

	Report Month and Year ^	Report Status
 View	May 2024	Not Started
 View	June 2024	Not Started

- Select “Start Report”

Workflow

Available Actions

Select Start Report to file your monthly disposition information.

[Start Report](#)



New York State Comptroller
THOMAS P. DiNAPOLI

11

How to File Report Information

- No Money Remitted
- Report Amount
- Date Check Sent to CFO
- Load AC-1030
- Save and Continue

Summary

No Money Remitted (No Money Report)

Report Amount * \$ 785.00

Date Check Sent to CFO * 01/25/2024

AC-1030 File *

0.00	0.00	785.00	
0.00	0.00	0.00	

AC-1030 File (134 B)

[Remove](#) [Browse...](#)

[Save and Continue](#)



New York State Comptroller
THOMAS P. DiNAPOLI

12

How to File Adjustments

Summary

Your report contains one or more adjustments. For each adjustment, you must provide:

- A detailed description and reason for the adjustment.
- Report month(s) and year(s) in which the funds were originally reported.
- Defendant's name(s) and docket number (or if it is part of lump sum parking).
- Statute and section of reported conviction.
- Breakdown of fine, fee and surcharge amounts.
- For credit card chargebacks, include a statement that the court is not seeking arbitration.

Your report will not be considered complete until the adjustment support is reviewed and approved by JCF. If the adjustment is determined to be invalid, JCF will contact you for resubmission.

For further assistance, contact JCF at courtfund@osc.ny.gov or call (866) 321-8503, option 2.

Adjustment Amount (\$50.00)

Adjustment Explanation *

Detailed description and reason for the adjustments.



New York State Comptroller
THOMAS P. DiNAPOLI

13

How to File Certify Report

Summary

This report must be certified and submitted to OSC. To certify the report, check the box and click the Certify Report button located in the Workflow panel.

Report Amount \$785.00

Date Check Sent to CFO 01/25/2024

Adjustment Amount \$0.00

AC-1030 AC

Cancel and Start Over

Workflow

Available Actions

I certify that my report and the information entered therein is a complete and accurate record of my court activity for the month.

Certify Report



New York State Comptroller
THOMAS P. DiNAPOLI

14

Report View

Viewing Certified Reports

Summary		Report	
Report Amount	\$0.00	Report Month and Year	July 2023
Date Check Sent to CFO		Report Status	Certified
Adjustment Amount	\$0.00	Prepared Date	Feb 2, 2024 10:04:03 AM
AC-1030	AC: [REDACTED]	Prepared By	[REDACTED]
		Certified Date	Feb 2, 2024 10:05:10 AM
		Certified By	[REDACTED]



New York State Comptroller
THOMAS P. DiNAPOLI

15

Manual Filing

Summary
<input type="checkbox"/> No Money Remitted (No Money Report)
Report Amount * <input type="text" value="\$"/>
Date Check Sent to CFO <input type="text"/>
Provide the following information for each case, referencing the numbers below:
1. Docket Number
2. Defendant Name or Title of Action
3. Statute
4. Section
5. TSLIED Number
6. Ordinance Indicator
7. Arrest Date
8. Offense Type
9. Offense Description
10. Disposition Date
11. Disposition Description
12. Fine Amount
13. Fee Type
14. Fee Amount
15. Surcharge Amount
16. Payment Type
17. Total Amount
18. Adjustment Amount, if needed
For more information on requirements visit Justice Court Fund.
For further assistance, contact JCF at courtfund@osc.ny.gov or call (866) 321-8503, option 2.
Case Information *

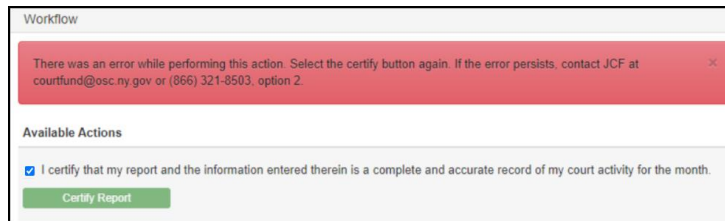


New York State Comptroller
THOMAS P. DiNAPOLI

16

Reporting Errors

- If you receive a red warning message, your filing is not complete.
- Warnings will provide you guidance to attempt certification again or correct errors.



The screenshot shows a 'Workflow' window with a red error message box at the top. The message reads: 'There was an error while performing this action. Select the certify button again. If the error persists, contact JCF at courtfund@osc.ny.gov or (866) 321-8503, option 2.' Below the error message, there is a section titled 'Available Actions' with a checked checkbox and the text: 'I certify that my report and the information entered therein is a complete and accurate record of my court activity for the month.' At the bottom of this section is a green button labeled 'Certify Report'.



New York State Comptroller
THOMAS P. DiNAPOLI

17

Reporting Errors

- Check Total on AC-1030 must be 0.00.
 - “No Money Remitted” was selected; however, your AC-1030 file reflects money was collected.
- The Report Amount must be equal to the check total of the AC-1030.
 - The amount entered in the check total does not match the amount on the AC-1030 file.
- The Date Check Sent to CFO must be today or prior.
 - Money collected must be turned over to the CFO prior to filing.
- AC-1030 file is required.
 - You did not attach the required AC-1030 file.



New York State Comptroller
THOMAS P. DiNAPOLI

18

Reporting Errors

- The AC-1030 file contains formatting errors.
 - The file layout of the attached document does not match a typical AC-1030 file.
- The AC-1030 file name is not formatted properly.
 - File naming convention is: ACYYMMCC.### (AC = Audit & Control; YYMM = year and month of report; CC = county code of court; ### = unique 3 digit justice number)
- The Justice ID of the AC-1030 file does not match your Justice ID.
- The report period of the AC-1030 does not match the reporting period for which you are filing.



New York State Comptroller
THOMAS P. DiNAPOLI

19

Contact Information

- For questions about your monthly reports, contact the Justice Court Fund:
 - Phone: 866-321-8503, Option 2
 - Email: courtfund@osc.ny.gov
- For access and password issues, contact the Helpdesk:
 - Phone: 866-321-8503, Option 1
 - Email: localgov@osc.ny.gov
- For suggestions on future enhancements, contact JCF Modernization:
 - Email: jcfmodernization@osc.ny.gov



New York State Comptroller
THOMAS P. DiNAPOLI

20

Questions?

Division of Local Government and School Accountability
jcfmodernization@osc.ny.gov



New York State Comptroller
THOMAS P. DiNAPOLI

21