



New York State Comptroller
THOMAS P. DiNAPOLI

Justice Court Fund Reporting

User Guide for Town and Village Justices

May 2024

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Introduction

The Office of the State Comptroller (OSC) has been updating the Justice Court Fund's (JCF) systems and processes. As an initial step, our efforts have focused on transitioning the monthly filing in the Justice Court Fund Internet Reporting (JCFIR) system to a new web-based application in OSC's Online Services portal called Justice Court Fund Reporting (JCR).

We are pleased to provide you with the *Justice Court Fund Reporting-User Guide for Town and Village Justices*. We have compiled this guide to be used in conjunction with the [Justice Court Fund Handbook for Town and Village Justices and Court Clerks \(ny.gov\)](#). The handbook provides an overview of accounting and financial reporting principles to be used by justice courts to account for their financial activities, while the user guide will assist you in filing your monthly reports in JCR.

In addition to this user guide, you will be able to access information on relevant trainings by visiting [The Academy for New York State's Local Officials | Office of the New York State Comptroller \(ny.gov\)](#).

We will continue to work to improve the user experience through additional modernization efforts and future business process improvements. If you have any questions on modernization efforts, contact the Justice Court Fund Modernization unit at JCFModernization@osc.ny.gov.

For questions on monthly reporting, contact JCF at courtfund@osc.ny.gov or 1-866-321-8503, option 2.

Justice Court Fund Reporting

Town and village justices, including associate village justices and temporary justices, are required to report court activities on a monthly basis to the Office of the New York State Comptroller (OSC) Justice Court Fund (Uniform Justice Court Act, section 2021; Town Law, Section 27; Village Law, Section 4-410).

Justices should file their monthly reports utilizing the Justice Court Fund Reporting (JCR) application in OSC's Online Services Portal.

Accessing JCR

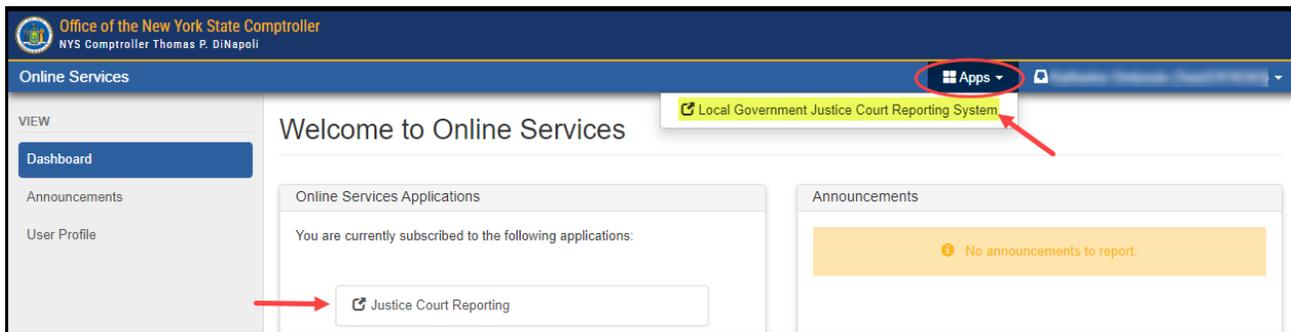
Each justice will have their own account in the Online Services Portal. If you are a justice in more than one town or village, you will have a separate account for each court. For help setting up or accessing your account, see our [enrollment instructions](#).

If you have forgotten your Online Services password or if your account is locked, contact our Help Desk at 1-866-321-8503, option 1 or LocalGov@osc.ny.gov.

The message **“We are in the process of completing your onboarding”** means that the Justice Court Fund (JCF) needs to onboard, or set up, your account in JCR. There may be a short delay between receiving your enrollment information and JCF completing the onboarding process. If you see this message when attempting to access JCR after 24 hours or need immediate access, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

At the end of your term of office, you can file your last month’s report until the 10th of the following month. If you are out of term and past the 10-day filing window, but attempt to log into JCR, you will receive the message **“Our records indicate that you are out of term.”** If this is not accurate or you need further assistance, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

Once enrolled and onboarded, open [OSC Online Services](#) and enter your user ID and password. Select “Justice Court Reporting” from either the body of the webpage or from the “Apps” drop down menu in the banner.



Actionable Reports Screen

Upon launching the application, the default display shows all the reports due or past due and the corresponding report status. You can filter the reports by the Report Year, Report Month, Report Status or Report Type.

The screenshot shows the 'Actionable Reports' screen. At the top, there is a 'Reports' section with filters for 'Report Year', 'Report Month', 'Report Status', and 'Report Type'. Below the filters, there is a 'Clear Filter(s)' button. The main content area displays a table of reports with the following columns: 'Report Month and Year', 'Report Status', 'Prepared Date', 'Certified Date', and 'Report Type'. The table contains four rows of data:

Report Month and Year	Report Status	Prepared Date	Certified Date	Report Type
April 2023	Started	01/23/2024 12:12:47		Standard AC-1030 Report
May 2023	Not Started			Standard
September 2023	Filing Required	01/22/2024 08:57:12		Standard AC-1030 Report
December 2023	Not Started			Standard

Report Status Descriptions:

- **Not Started:** The report is available for filing but has not been started. New reports will become available on the first of each month. For departing justices, new reports become available on the last day of the term, provided that JCF has received notice of the departure and entered the departure date into the system. Selecting the “Start Report” button will change the status to Started and the date will get recorded as the Prepared Date.
- **Started:** The report has been started but not certified. Selecting the “Certify Report” button will, if successful, file your report with JCF and change the status to Certified, and the date will get recorded as the Certified Date.
- **Refiling Required:** The report was previously certified and submitted and the status was then changed to refiling required by JCF staff. This is typically done when errors are identified during review. The report is considered not filed until recertified and resubmitted.

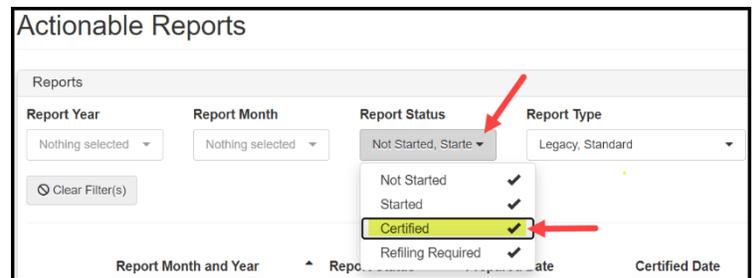
Report Type Description:

- **Standard:** The report was created within JCR (the new filing application).
- **Legacy:** The report was past due at the time JCR went live and had to be manually created in JCR. This would include any reports from April 2024 and prior.

Reviewing Certified Reports

A **Certified** report status indicates your monthly report was certified and submitted. Reports that have been certified in JCR are automatically filtered out of the Actionable Reports screen.

If you need to view your certified reports, under “Report Status” select “Certified” from the dropdown list. The certified reports will then be displayed below.

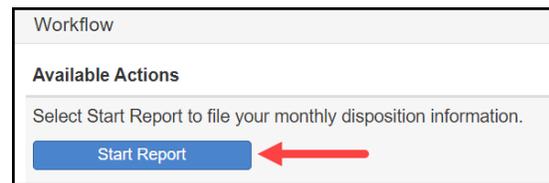


How to Submit a Report

Justices must file their monthly reports by the 10th of the following month for every month they are in term, regardless of whether they have heard any cases. If your term ends mid-month, you will be able to file your final report in JCR beginning on the last day of your term through the 10th of the month following your term end date.

JCR requires that AC-1030s be filed as text files. We cannot accept or process reports in a PDF file format.

From the [Actionable Reports](#) screen, select the “View” button next to the report month and year you wish to file. You will be directed to the “Report View” screen and can then select the “Start Report” button.



Submitting your Report

1. Indicate financial activity:
 - a. Check the “No Money Remitted (No Money Report)” box if no money was turned over to the chief fiscal officer (CFO) for the report month. If this box is selected, the “Report Amount” and “Date Check Sent to CFO” boxes will become greyed out and no entry will be required or
 - b. Enter the “Report Amount”, which must match the check total turned over to the CFO, and the “Date Check Sent to CFO,” which must be the current date or prior.
2. Browse and select, (or drag and drop) the report file from your computer. A preview of the report displays; confirm this is the report you wish to upload. You can double click the report to view it in further detail.
 - a. Select “Save and Continue.”
3. If you receive an error and are unable to upload your report, see [Reporting Errors](#).
4. If your report contains an adjustment, verify that the adjustment amount displayed is correct and provide the necessary information in the “Adjustment Explanation” box. To help organize the details of the adjustment(s), the list of requested information should be copied and pasted into the “Adjustment Explanation” text box. Once the adjustment information has been entered, select “Save and Continue.”
 - a. JCF staff will review the information provided and if needed, request additional information. Submitting incomplete information may result in delays when processing your report.
5. Ensure the information in the “Summary” box is correct. If changes are needed, select “Cancel and Start Over.”

6. If no changes are needed, check the certification box and select “Certify Report.”
7. A confirmation message is displayed. Select “OK” to certify the report or “Cancel” to make changes.
8. Confirm in the “Report” panel that the “Report Status” is now showing “Certified” and the certified date and name appear. You may print this page for your records. Please note that you will no longer receive an email upon submitting your report.

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: [redacted] (194 B)

AC: [redacted] Remove Browse ...

Save and Continue

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 [redacted]

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

Certification Error Message

After you select the “Certify Report” button, you may receive a message stating, **“there was an error while performing this action.”** If so, immediately re-check the certification box and select the “Certify Report” button again. If the error persists, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

Workflow

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.

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

Troubleshooting: Reporting Errors

While submitting your report, you may receive one of the following error messages:

Report Submission Error	Possible Cause	Resolution
Check Total on AC-1030 must be 0.00.	The check amount in the AC-1030 file does not equal 0.00 and you selected "No Money Remitted."	Confirm that the report should have no money remitted. If so, attach the correct AC-1030 file with 0.00. If the report should have money remitted, then unselect "No Money Remitted" and enter the correct amount.
The Report Amount must be equal to the check total of the AC-1030.	The Report Amount entered does not equal the check amount in the AC-1030 file.	Ensure the correct check amount figure is on both the AC-1030 file and entered in the "Report Amount" data box.
The Date Check Sent to CFO must be today or prior.	The date that the check was sent to the CFO entered in JCR was after the date the report is being filed.	Ensure the check was sent to the CFO before or on the report filing date and that the date selected is accurate.
AC-1030 file is required.	No file was selected.	Browse and select, or drag and drop the report file from your computer.
The AC-1030 contains formatting errors.	The wrong file type (i.e., a PDF or another document format) was selected.	Ensure the proper AC-1030 file is selected, and that the file extension is .txt.
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 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.### If the file is not named correctly upon export, reach out to The CourtRoom Program software support at OCA.
The Justice ID of the AC-1030 file does not match your Justice ID.	The Justice ID in the AC-1030 file does not match the Justice ID in JCR.	Verify the Justice ID in The CourtRoom Program matches the Justice ID in JCR and the correct file is attached. If you sit in more than one court, ensure that you are logged in with the User ID that you were assigned for that specific court.
The report period of the AC-1030 does not match the report period for which you are filing.	The report year and month (YYMM) in the AC-1030 file does not match the report selected in JCR.	Verify the report year and month on the AC-1030 file matches the report selected in JCR.

If you need further assistance, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

Manual JCR Filing

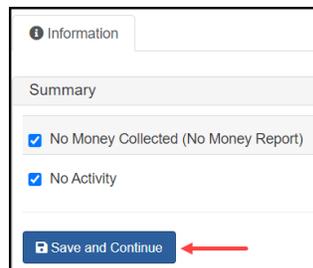
We strongly encourage you to take advantage of filing electronically by exporting all activity from The CourtRoom Program into an AC-1030 text file. However, we understand that there are limited circumstances (e.g., you do not have The CourtRoom Program) where you may not have access to create an AC-1030 text file. In these instances, you can request to become a manual JCR filer and provide your monthly disposition information manually in JCR. If you are set up as a manual JCR filer but have the capacity to create an AC-1030, contact JCF at 1-866-321-8503, option 2 or courtfund@osc.ny.gov.

As a manual JCR filer, you will have the option to file a “No Money Remitted (No Money Report)” and/or a “No Activity” report, or provide individual case details in an explanation box. An email will be sent to JCF containing “No Activity” or the details of the monthly activities in the explanation box. JCF staff will review the information provided and, if needed, request additional information.

On the Online Services [Actionable Reports](#) screen, select the “View” button next to the report month and year you wish to file. You will be directed to the “Report View” screen where you can select the “Start Report” button.

Manual JCR Filer: No Activity Report

1. Check the “No Money Remitted (No Money Report)” box. This makes the “Report Amount” and “Date Check Sent to CFO” fields no longer required.
2. Check the “No Activity” box. This makes the “Case Information” box no longer required.

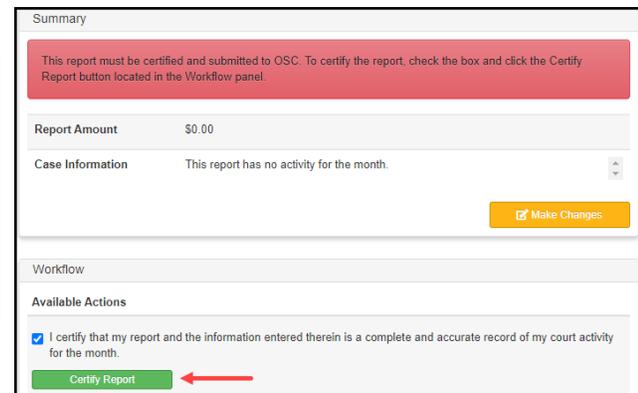


Information

Summary

No Money Collected (No Money Report)

No Activity



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 \$0.00

Case Information This report has no activity for the month.

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.

3. Select the “Save and Continue” button.
4. Ensure the information in the “Summary” box is correct. If changes are needed, select “Make Changes.”
5. If no changes are needed, check the certification box and select the “Certify Report” button.
6. A confirmation message displays: select “OK” to certify the report or “Cancel” to make changes.
7. Confirm in the “Report” panel that the “Report Status” is now showing “Certified” and the Certified date and name appear. You may print this page for your records. Please note that you will no longer receive an email upon submitting your report.

Manual JCR Filer: Activity Report

1. Indicate financial activity:
2. Check the “No Money Remitted (No Money Report)” box if no money was turned over to the chief fiscal officer (CFO) for the report month or
3. Enter the “Report Amount,” which must match the check total turned over to the CFO, and the “Date Check Sent to CFO,” which must be the current date or prior.
4. Since there is activity, do not check the “No Activity” box.
5. Enter the [Case Information details](#) into the text box. To help organize the case information provided, the list of requested information along with the associated number should be copied and pasted into the “Case Information” text box. JCF staff will review the information provided and, if needed request additional information.
6. After the case information has been entered, select the “Save and Continue” button.
7. Ensure the information in the “Summary” is correct. To view all the case information, you can scroll.
8. If changes are needed, select the “Make Changes” button.
9. If no changes are needed, check the certification box and select the “Certify Report” button.
10. A confirmation message displays: select “OK” to certify the report or “Cancel” to make changes.
11. Confirm in the “Report” panel that the “Report Status” is now showing “Certified” and the certified date and name appear. You may print this page for your records. Please note that you will no longer receive an email upon submitting your report.

The screenshot displays the 'Summary' page of the JCR Filer. At the top, a red banner contains the text: '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.' Below this, the 'Report Amount' is listed as '\$0.00'. The 'Case Information' section contains a list of details: 1. Docket Number 23100111.11, 2. Defendant Name John Doe, 3. Statute VTL, 4. Section 1180B, 5. RALWS Number 2223YX4WVU5, 6. Ordinance Indicator, 7. Arrest Date 11/11/2023, 8. Offense Type, and 9. Offense Description 74/55. A yellow 'Make Changes' button is located to the right of this list. The 'Workflow' section is titled 'Available Actions' and features a checked checkbox with 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.' Below this checkbox is a green 'Certify Report' button, which is highlighted with a red arrow.

Manual JCR Filer: Case Information details

When submitting a manually filed report, you will need to provide the following information for each case:

Number	Field Name	Description																		
1	Docket Number	Should be 8 characters long.																		
2	Defendant Name or Title of Action	First and Last Name of the defendant. Enter "Youthful Offender" or "Sealed" if appropriate.																		
3	Statute	Provide the statute and section for each charge. Please use the abbreviations provided in the Handbook for Town and Village Justices and Court Clerks . It is very important that you indicate the correct statute and section of law for each case reported. The distribution of funds is based on the reported statute. An incorrect citation of those statutes on your reports may result in a loss of revenue to your municipality.																		
4	Section																			
5	TSLED Number	Enter the Traffic Safety, Law Enforcement and Disposition number.																		
6	Ordinance Indicator	Provide the ordinance indicator <u>only</u> if the violation was a local ordinance; otherwise, leave blank. <table border="1"> <tr> <td>T</td> <td>Town Ordinance</td> </tr> <tr> <td>V</td> <td>Village Ordinance</td> </tr> <tr> <td>C</td> <td>County Ordinance or School Bus Photo Monitoring</td> </tr> <tr> <td>P</td> <td>On the Parkway or in a park</td> </tr> <tr> <td>A</td> <td>Thruway Authority WZPM</td> </tr> <tr> <td>AR</td> <td>Thruway Authority WZPM Reported for</td> </tr> <tr> <td>D</td> <td>Department of Transportation WZPM</td> </tr> <tr> <td>DR</td> <td>Department of Transportation WZPM Reported for</td> </tr> <tr> <td>Z</td> <td>Statute 306 or 402 and description is "PARK"</td> </tr> </table>	T	Town Ordinance	V	Village Ordinance	C	County Ordinance or School Bus Photo Monitoring	P	On the Parkway or in a park	A	Thruway Authority WZPM	AR	Thruway Authority WZPM Reported for	D	Department of Transportation WZPM	DR	Department of Transportation WZPM Reported for	Z	Statute 306 or 402 and description is "PARK"
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Z	Statute 306 or 402 and description is "PARK"																			
7	Arrest Date	Must be equal or prior to the last day of the report being filed.																		
8	Offense Type	Applicable if reporting a felony offense. Enter F; otherwise leave blank.																		
9	Offense Description	Provide a brief description of the offense.																		
10	Disposition Date	Date of judgment (disposition) or the date when cases were otherwise closed. Must be equal or prior to the last day of the report being filed.																		
11	Disposition Description	Provide the disposition description (i.e., fine/fee/surcharge, covered by, reduced to, dismissed).																		
12	Fine Amount	Enter the fine amount, leave blank if no money is reported.																		
13	Fee Type	If applicable, provide the fee type from the options below: <table border="1"> <tr> <td>1</td> <td>Bail</td> </tr> <tr> <td>2</td> <td>Sex Offender Registration Fee</td> </tr> <tr> <td>3</td> <td>DNA Data Bank Registration Fee</td> </tr> <tr> <td>4</td> <td>Termination of Suspension Fee</td> </tr> <tr> <td>5</td> <td>Supplemental Sex Offender Victim Fee</td> </tr> <tr> <td>6</td> <td>Local Surcharge</td> </tr> </table>	1	Bail	2	Sex Offender Registration Fee	3	DNA Data Bank Registration Fee	4	Termination of Suspension Fee	5	Supplemental Sex Offender Victim Fee	6	Local Surcharge						
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14	Fee Amount	Enter the fee amount; leave blank if no money is reported.																		
15	Surcharge Amount	Enter the mandatory surcharges that relate to each disposition.																		

16	Payment Type	Must be either F (Final) or P (Partial)
17	Total Amount	Must equal Fines Total + Fees Total + Surcharges Total
18	Adjustment Amount, if needed	Provide the adjustment amount (e.g. -\$250) and reason for the adjustment. JCF will contact you for further information.

In addition, for each case where you indicated that the original charge was reduced to/amended (in item Number 11 above), you need to provide the following additional information:

Number	Field Name	Description																		
1	Docket Number	Should be 8 characters long (and should match Docket Number reported above).																		
2	Statute Section	Provide the statute and section the defendant was convicted of. Please use the abbreviations provided in the Handbook for Town and Village Justices and Court Clerks . It is very important that you indicate the correct statute and section of law for each case reported. The distribution of funds is based on the reported statute. An incorrect citation of those statutes on your reports may result in a loss of revenue to your municipality.																		
3	TSLED Number	Enter the Traffic Safety, Law Enforcement and Disposition number (should match the TSLED Number reported above).																		
4	Ordinance Indicator	Provide the ordinance indicator <u>only</u> if the conviction relates to a local ordinance; otherwise, leave blank. <table border="1" data-bbox="516 926 1127 1209"> <tr><td>T</td><td>Town Ordinance</td></tr> <tr><td>V</td><td>Village Ordinance</td></tr> <tr><td>C</td><td>County Ordinance or School Bus Photo Monitoring</td></tr> <tr><td>P</td><td>On the Parkway or in a park</td></tr> <tr><td>A</td><td>Thruway Authority WZPM</td></tr> <tr><td>AR</td><td>Thruway Authority WZPM Reported for</td></tr> <tr><td>D</td><td>Department of Transportation WZPM</td></tr> <tr><td>DR</td><td>Department of Transportation WZPM Reported for</td></tr> <tr><td>Z</td><td>Statute 306 or 402 and description is "PARK"</td></tr> </table>	T	Town Ordinance	V	Village Ordinance	C	County Ordinance or School Bus Photo Monitoring	P	On the Parkway or in a park	A	Thruway Authority WZPM	AR	Thruway Authority WZPM Reported for	D	Department of Transportation WZPM	DR	Department of Transportation WZPM Reported for	Z	Statute 306 or 402 and description is "PARK"
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9	Surcharge Amount	Enter the mandatory surcharges that relate to each disposition.																		
10	Payment Type	Must be either F (Final) or P (Partial)																		
11	Total Amount	Must equal Fines Total + Fees Total + Surcharges Total																		



New York State Comptroller
THOMAS P. DiNAPOLI

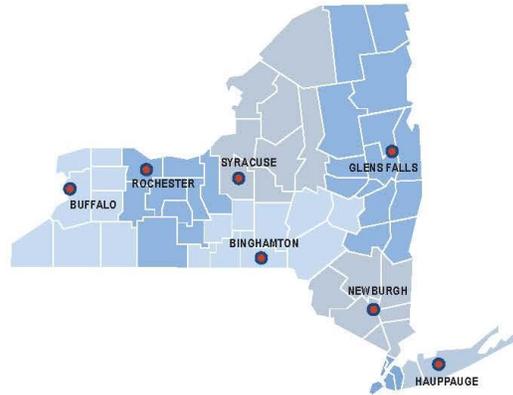
Division of Local Government and School Accountability

110 State Street, 12th Floor, Albany, NY 12236

Tel: 518.474.4037 • Fax: 518.486.6479

Email: localgov@osc.ny.gov

www.osc.ny.gov/local-government



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Simonia Brown, Assistant Comptroller
Randy Partridge, Assistant Comptroller

**Audits, Local Government Services and
Professional Standards • 518.474.5404**

(Audits, Technical Assistance, Accounting and Audit Standards)

**Local Government and School Accountability
Help Line • 866.321.8503 or 518.408.4934**

(Electronic Filing, Financial Reporting, Justice Courts, Training)

Division of Legal Services

Municipal Law Section • 518.474.5586

**New York State & Local Retirement System
Retirement Information Services**

Inquiries on Employee Benefits and Programs
518.474.7736

Technical Assistance is available at any of our Regional Offices

BINGHAMTON REGIONAL OFFICE

Tel 607.721.8306 • Fax 607.721.8313 • Email Muni-Binghamton@osc.ny.gov

Counties: Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Tioga, Tompkins

BUFFALO REGIONAL OFFICE

Tel 716.847.3647 • Fax 716.847.3643 • Email Muni-Bufferlo@osc.ny.gov

Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

GLENS FALLS REGIONAL OFFICE

Tel 518.793.0057 • Fax 518.793.5797 • Email Muni-GlensFalls@osc.ny.gov

Counties: Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington

HAUPPAUGE REGIONAL OFFICE

Tel 631.952.6534 • Fax 631.952.6530 • Email Muni-Hauppauge@osc.ny.gov

Counties: Nassau, Suffolk

NEWBURGH REGIONAL OFFICE

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