

# Justice Monthly Reporting – Why We Can't Process Your Report

Presented by  
The Justice Court Fund



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## Today's Presentation

### Justice Monthly Reporting – Why We Can't Process Your Report

- Submission Errors
- Report Adjustment and Required Support
- Common Reporting Issues



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## Brief Overview of the Justice Court Fund

### What is our purpose?

- The Justice Court Fund (JCF) was established to provide centralized accounting for the fines, penalties, forfeitures and fees collected by the town and village justice courts throughout New York State.
- The JCF Unit receives and examines the monthly reports to determine the distribution of funds collected and fees earned to the State, counties, towns, and villages, per NYS Statute.



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## Monthly Reporting Requirements to OSC Justice Court Fund

### Within 10 days after the end of month:

- Submit certified monthly report to the Justice Court Fund
- Submit monthly remittance to the Chief Fiscal Officer (CFO) of your local government



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# Electronic Report Filing Basics

Monthly reports are submitted via the Justice Court Fund Internet Reporting System (JCFIR).

- Justices are assigned a unique User ID and password for each court.
- The User ID and password are sent to a Justice's nycourts.gov email address.
  - Contact JCF at (866) 321-8503 Option 2 if not received.
- JCFIR validates certain information in the report submission before transmitting the report file to JCF.
- Report status can be easily viewed in JCFIR and the submission confirmation email

# Electronic Filing - Easy to See Report Status at a Glance

OSC Home > Justice Court Fund Internet Reporting > All Reports [Logout]

Town of Example  
You are logged in as Justice Example

All Reports

Date Filed	Report Period	Report Status
<a href="#">08/05/2019</a>	06/2019	Submitted (Pending Review)
<a href="#">08/28/2019</a>	05/2019	Submitted (Pending Review)
<a href="#">07/09/2019</a>	04/2019	Submitted (Pending Review)
<a href="#">08/19/2019</a>	03/2019	Submitted (Pending Review)
<a href="#">05/08/2017</a>	02/2017	Rejected
<a href="#">05/08/2017</a>	02/2017	Rejected
<a href="#">05/08/2017</a>	02/2017	Rejected
<a href="#">05/08/2017</a>	02/2017	Submitted (Pending Review)

[= Previous](#) [Submit a Report](#) [Back](#) [Next >](#)

[Print Page](#) [Logout](#)

## Electronic Filing – Rejection Errors

“Report period in the report submitted can't be a future month.”

What does the message mean?

- Report is being submitted for a month that has not yet not occurred.

What should I do?

- Ensure the report period is a prior month.



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## Electronic Filing – Rejection Errors

“Reports may not be submitted until the report period has elapsed.”

What does the message mean?

- Report file is being submitted prior to the end of the reporting month.

What should I do?

- Wait to submit your report until the 1st of the next month. For example, January's report can't be submitted until February 1st.



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## Electronic Filing – Rejection Errors

“Report period selected is outside justice's term of office.”

What does the message mean?

- 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.

What should I do?

- 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.



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## Electronic Filing – Rejection Errors

“Total report adjustments must not exceed \$250.”

What does the message mean?

- Total adjustment(s) exceeded \$250.00.

What should I do?

- Please contact our office for assistance.



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## Electronic Filing – Rejection Errors

“Please enter a valid report amount.”

What does the message mean?

- Report total is a negative amount.
- An adjustment may have been entered for more than the total dollar amount of the report.

What should I do?

- Verify the detail lines in the report.
- If an adjustment is causing the negative report total, remove it and wait for a future report month to report the adjustment.



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## Electronic Filing – Rejection Errors

“The check must be sent to the CFO at the time of the report filing.”

What does the message mean?

- The date the check was sent to the CFO is after the date the report is being filed.

What should I do?

- Verify the date the check was sent to the CFO is before or on the report filing date.



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## Electronic Filing – Rejection Errors

“Total amount in file must equal the report amount certified.”

What does the message mean?

- The total amount certified does not equal the detail lines.

What should I do?

- Verify the dollar amount of the cases reported to the dollar amount that is being certified.



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## Electronic Filing – Rejection Errors

“You must certify that the report submitted is a true and complete record of your court activity for the period.”

What does the message mean?

- The certification box has not been checked.

What should I do?

- Check the certification box before submitting the report.



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# Electronic Filing – Rejection Errors

“AC-1030 report file is not named correctly.”

What does the message mean?

- The information in the file name is either incorrect or in the wrong order.

What should I do?

- Ensure all information:
  - Is correct for the reporting period and justice
  - Is in the correct format: ACYYMMCC.JJJ
    - AC: Audit and Control (the same every month)
    - YY: report year
    - MM: report month
    - CC: county code of court (first 2 digits of 10-digit Justice ID)
    - JJJ: unique 3-digit justice number (last 3 digits of 10-digit Justice ID)



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# Electronic Filing – Common Errors

Where can I find the list of common reporting errors?

The screenshot shows a web browser window with the URL [osc.state.ny.us/fiscal-government/required-reporting/justice-court-fund](https://osc.state.ny.us/fiscal-government/required-reporting/justice-court-fund). The navigation menu includes: Unclaimed Funds, Retirement, Local Government, Agencies, Vendors, Audits, Reports, Other. The breadcrumb trail is: Home / Local Government / Required Reporting / Justice Court Fund. The main content area is titled "Justice Court Fund" and contains the following text: "Town and village justice courts in New York State are required to report their disposition information to the Office of the State Comptroller's Justice Court Fund on a monthly basis. File Your Report with the Justice Court Fund Internet Reporting (JCFIR) System: [File Your Report Now](#) (see [File Upload and Online Entry instructions](#))". Below this, there is an "Also see:" section with a list of links: Handbook for Town and Village Justices and Court Clerks [pdf], Invoice Billing, Advisories, Report on the Justice Court Fund [pdf], and New York State Unified Court System Town and Village Courts Website. A red arrow points to the "File Your Report Now" button.



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# Electronic Filing – Common Errors

## Filing Your Report (OSC JCF Webpage Instructions)

- Open the [Justice Court Fund Internet Reporting System website](#).
- Enter your user ID and password and select "Log On".
  - *Justices are accountable for any submissions to the JCF. For your protection OSC strongly advises that you not share your user credentials with anyone, nor delegate the reporting function to your court clerk.*
- Select "Submit a Report"
- Complete the Report Certification page, attach the report file from your computer, and check the certification box (**your report will be rejected by the system if this box is not checked**).
- Select "Submit" to send report to OSC.
- Confirm the status of your submitted report.
  - OSC will send a submission status email to your OCA email address. You may also print the displayed JCFIR status page for your records.
- If your report is rejected, correct the errors noted and resubmit your report as soon as possible. [Common Reporting Errors](#)



# 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 negative 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).



## Report Adjustments

When a report contains an adjustment entry:

- The JCFIR submission confirmation email indicates the report contains an adjustment and requires support.

Justice NAME,

Thank you for submitting your monthly report to the Justice Court Fund. Your certified file has been received for the month of MONTH/YEAR. The status of your submission is listed below. If your report was rejected, an error message is also listed explaining the reason for the failed submission.

Status: Submitted (Pending Review) on MONTH/DAY/YEAR

**Your report contains an Adjustment and requires support. Please contact the Justice Court Fund for guidance as soon as possible at 866-321-8503 option 2.**



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## Report Adjustments

- Our office will send the justice a separate email detailing the reporting requirements for the adjustment.
  - The justice must submit the requested information to complete the report submission.
  - Until the justice submits the required information to our office:
    - The report will be considered improperly reported and potentially delinquent.
    - The justice may receive a delinquent filing notification.



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## Report Adjustments

- JCF staff will review the submitted adjustment support.
- If we determine the reported adjustment is invalid, we will contact the justice to:
  - Remove the adjustment and
  - Resubmit the report.



## Common Reporting Issues

Reporting issues delay the processing the monthly report.

- Statute and Sections
  - Inconsistent
  - Missing Information
- Local Ordinances
- Civil Compromises
- Fees
- Zero Tolerance Cases



## Common Reporting Issues – Examples

<b>Statute and Section Inconsistent</b> e.g., Statute = VO, Section = 1201a, Offense Description = Speeding		Which violation is being reported? Speeding VO, or VTL 1201a parking?
Title of Action	Defendant Name	
Offense Description	Speeding (VO) 47/30	
Statute	VO	
Section	1201a	
Felony Identifier		
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 Type		
Payment Type		



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## Common Reporting Issues – Examples

<b>Disposition Inconsistent with Fine/Fee/Surcharge Amounts</b>	
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	\$0.00
Surcharge Amount	\$0.00
Fee Amount	\$0.00
Fee Type	
Payment Type	



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## Common Reporting Issues – Examples

<b>Not sufficiently reported – Missing Case Information</b> e.g., Statute, Section 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	



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## Common Reporting Issues – Local Ordinances

Reporting Local Ordinances of Your Municipality  
(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
  - OSC Ordinance Indicator *will not* display in your system.



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## Common Reporting Issues – Examples

Missing OSC Ordinance Indicator in a Town Court Report	
Title of Action	Defendant Name
Offense Description	Dog @ Larage
Statute	TN
Section	77-10A
Felony Identifier	
Ordinance Indicator	
TSLE&D Number	XXXX
Docket Number	
Disposition	Fine/Civil Fee
Arrest Date	4/2/2020
Disposition Date	12/23/2020
Fine Amount	\$0.00
Surcharge Amount	\$0.00
Fee Amount	\$35.00
Fee Type	
Payment Type	

Missing OSC Ordinance Indicator in a Village Court Report	
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	



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## Common Reporting Issues – Local Ordinances

### Town Reporting for a Village

Issue: Does not properly identify Village Ordinance

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



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## Common Reporting Issues – Examples

Town Reporting Village Ordinance Offense Description states VO, Statute = VTL, No Ordinance Indicator <i>Which is it?</i>	
Title of Action	Defendant Name
Offense Description	VO Vlg Park
Statute	VTL
Section	1203 C
Felony Identifier	
Ordinance Indicator	
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 Type	
Payment Type	

Indicates **violation of Village Ordinance**  
Indicates **violation of the VTL**  
(Off street parking for handicapped)

If Town is reporting Village Ordinance, must have "V" Ordinance Indicator, otherwise the revenues would be directed to Town instead of Village.



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## 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



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## Common Reporting Issues – Examples

Properly reported with VO indicator. <u>Town has multiple Villages:</u>		Which Village ?
Title of Action	PARKING=AUTOMATIC	
Offense Description	Misc Parking VO	
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		



## Reporting to JCF – Common Issues

Environmental Conservation (ENCON) violations disposed of as a Civil Compromise

- \$2.50 Civil Filing Fee is incorrectly reported
  - As surcharge instead of fee
  - In same field with civil penalty amount
  - Should be reported as a fee and separate from civil penalty amount



## Common Reporting Issues – Examples

Disposition Fine/Shg Money Reported in Surcharge and Fee fields Unable to determine the correct Fine/Fee/Surcharge	
Title of Action	Defendant Name
Offense Description	Fish/Wildlife Viol
Statute	ECL
Section	11-0107
Felony Identifier	
Ordinance Indicator	
TSLE&D Number	
Docket Number	XXXXXX
Disposition	Fine/Shg
Arrest Date	12/5/2020
Disposition Date	1/5/2021
Fine Amount	\$0.00
Surcharge Amount	\$2.50
Fee Amount	\$297.50
Fee Type	
Payment Type	

**Was this a civil compromise, or is this the correct disposition?**  
 - If correct disposition, then is the \$297.50 the fine assessed?  
 - If incorrect disposition and is a Civil Compromise, then \$2.50 should be in Fee field, and if \$297.59 penalty collected, then it should be reported Fine field.



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## Common Reporting Issues – Examples

Civil Compromise reported \$200 Fee	
Title of Action	Defendant Name
Offense Description	Hunt Deer
Statute	ECL
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
Fee Type	
Payment Type	

If correct disposition of Civil Compromise

**Civil compromise filing fee is \$2.50.**  
 - If \$200 is only the penalty to be paid by defendant, it should be reported in Fine field.  
 - If \$200 collected includes \$2.50 filing fee, then \$197.50 should be reported in Fine field and \$2.50 in Fee field.



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## Common Reporting Issues – Fees

### Fee not properly reported

- Missing Fee Type used by the JCF
  - Follow court system vendor instructions for adding OSC Fee Type

Fee	Fee Type
Bail (Poundage)	1
Sex Offender Registration	2
DNA Data Bank Registration	3
Termination of Suspension	4
Supplemental Sex Offender Victim	5

- Multiple fees combined and reported in one line



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## Common Reporting Issues – Examples

Reported without Fee Type Amount - Appears to be Suspension Lift Fee?	
Title of Action	Defendant A
Offense Description	Speeding
Statute	VTL
Section	1180 D
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	\$100.00
Surcharge Amount	\$93.00
Fee Amount	\$70.00
Fee Type	Termination of Suspension Fee Type should be 4.
Payment Type	



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## Common Reporting Issues – Examples

Reported Without Fee Type		
<b>Violation &amp; Amount - Appears to be DNA Databank Registration Fee?</b>		
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		



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## Common Reporting 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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## Common Reporting Issues – Zero Tolerance Cases

### Vehicle & Traffic Law §1192-A

- *Operating a Motor Vehicle After Having Consumed Alcohol; Under the Age of Twenty-One*
  - Do not collect the penalty from the defendant and report the monies to the Justice Court Fund.
  - Penalties must be paid by the defendant directly to DMV. For additional guidance and information, contact DMV.



## Common Reporting Issues – Examples

Zero Tolerance Do not Collect and Report to JCF		
Title of Action	Defendant Name	
Offense Description	OP MV ALC LS 21	
Statute	VTL	
Section	1192 A	
Felony Identifier		
Ordinance Indicator		
TSLE&D Number	XXXXXX	Do Not Collect and Report Funds to JCF
Docket Number	ABCDE	
Disposition	Fine	
Arrest Date	6/4/2021	
Disposition Date	8/18/2021	
Fine Amount	\$0.00	
Surcharge Amount	\$0.00	
Fee Amount	\$125.00	
Fee Type		
Payment Type		



## Resources

- OSC Website – Justice Court Fund page:  
<https://www.osc.state.ny.us/local-government/required-reporting/justice-court-fund>
- Handbook for Town and Village Justices and Court Clerks:  
<https://www.osc.state.ny.us/files/local-government/publications/pdf/jch.pdf>
- Office of Court Administration (OCA):  
1-800-232-0630
- OSC Local Government Training Unit:
  - Phone: 866-321-8503 Option 5
  - Email: [localtraining@osc.ny.gov](mailto:localtraining@osc.ny.gov)



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## JCF Contact Information

Email: [courtfund@osc.ny.gov](mailto:courtfund@osc.ny.gov)

Phone: 866-321-8503 or 518-408-4934, **Option 2**

Fax: 518-486-9899

Mail: Office of the State Comptroller  
Justice Court Fund  
110 State Street, 12<sup>th</sup> Floor  
Albany, NY 12236



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# Questions?



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