

CHAPTER 1
OFFICIAL RECORDS AND FORMS

Each city and town court is required to use official records and forms that are designated by the legislature or prescribed or approved by the State Board of Accounts or the State Court Administration office of the Supreme Court.

Prescribed records and forms have been designed in the simplest manner to accomplish all legal requirements. They are conveniently arranged for proper entries and recordings and are exceptionally easy to follow. They should be carefully studied before attempting to enter transactions. Each section, space, column and line contain printed headings or instructions as to what should be entered therein. They are self-explanatory and the court clerk should experience little difficulty in making proper entries if instructions are followed as designed.

Prescribed records and forms must be used. If, for any reason, your court has some ideas for changes or improvements, such changes shall be made with the approval of the State Board of Accounts. [IC 5-11-1-21]

Approval of forms is limited to those generated by computer or those needed to replace prescribed forms which are inadequate to meet the needs of the office. A letter requesting the approval must be accompanied by four copies of each proposed form.

Samples of all prescribed forms and records have been furnished each public printer. Insist that the printer furnish only those forms that are prescribed and which conform to the legal requirements of the law. If there is some uncertainty as to the proper form of a record or other printed matters, consult the State Board of Accounts for information as to the form needed. Please refer to the form specimens in Chapter 5 of this manual.

If it is discovered that obsolete forms have been used or are being used, the proper prescribed records and forms must be procured and used as soon as replacements are necessary.

The following forms have been prescribed for use by city and town courts by the State Board of Accounts:

<u>City and Town Form No.</u>	<u>Form</u>
213CT	(Rev. 2012) City/Town Court Cash Book
213A	(1992) City/Town Court Detailed Ledger of Local User Fees
214CT	(Rev. 2012) City/Town Court Receipt
215CT	(Rev. 2009) City/Town Court Check
217CT	(Rev. 2011) Report to County Auditor of Fines and Fees Collected in City/Town Courts
218CT	(Rev. 2009) City/Town Court Transmittal Report to Fiscal Officer
219CT	(Rev. 2012) City/Town Court Daily/Monthly Balance Record
County Form 41	(1990) Fee Book
General Form 102	(1959) Register of Trust Funds
General Form 367	(1984) Clerk's Report to Auditor of Additional Judgments for Excise Tax
State Court Administration Form	Chronological Case Summary (CCS)
State Court Administration Form	Record of Judgments and Orders (RJO)

Other forms have been prescribed for use in your office by the State Court Administration office, Bureau of Motor Vehicles, Auditor of State, Department of Natural Resources, and the Attorney General's Office. These agencies should be consulted if you should have questions regarding their forms.

CITY/TOWN COURT CASH BOOK (FORM NO. 213CT)

Prescribed Form No. 213CT, City/Town Court Cash Book, is to be used to record receipts and checks issued. The receipts and disbursements should be recorded and totaled daily. For those courts using the City/Town Court Daily/Monthly Balance Record (Form No. 219CT) on a daily basis, the totals of all receipts and checks would also be recorded in the appropriate columns of that form. The form is designed to be a bound book, pen ruled, on 100% rag stock paper.

CITY/TOWN COURT DETAILED LEDGER OF LOCAL USER FEES (FORM NO. 213A)

The City/Town Court Detailed Ledger of Local User Fees (Form No. 213A) is required for courts collecting more than one of the following local user fees under IC 33-37-8-3: pretrial diversion program fees, alcohol and drug services fees, law enforcement continuing education program fees, deferral program fees, drug court fees, and reentry court fees. A separate form can be used for each law enforcement agency filing cases in your court to assist in the claim process through the city/town fiscal officer for law enforcement continuing education program fees.

The form is to be a 17" loose sheet, punched for a post binder with both sides alike, pen ruled on 32 lb. ledger paper with a minimum 50% cotton content.

CITY/TOWN COURT RECEIPT (FORM NO. 214CT)

This form is designed to contain two (2) on each page with each individual receipt to measure 13 ½" X 8 ½ ". The form is to be printed in duplicate, prenumbered by the printer, with the binding margin on the left side. The form shall be issued and recorded at the time of each receipt transaction.

CITY/TOWN COURT CHECK (FORM NO. 215CT)

The City/Town Court Check shall be prenumbered and issued in duplicate. The duplicate check is to be retained by the court and used as a posting media for disbursements to the court cash book.

REPORT TO COUNTY AUDITOR OF FINES AND FEES COLLECTED IN CITY/TOWN COURT (FORM NO. 217CT)

This form is to be 8 ½" X 11" on 20 lb. bond paper to be kept in duplicate. The form should be punched on the left and kept in a binder. All State Fines and Forfeitures, Infraction Judgments, Overweight Vehicle Fines, State User Fees, Special Death Benefit Fees, Marijuana Eradication Fees, and Jury Fees are to be sent to the county auditor by the court on a monthly basis.

CITY/TOWN COURT TRANSMITTAL REPORT TO FISCAL OFFICER (FORM NO. 218CT)

This form is to be 8 ½" X 11" on 20 lb. bond paper and kept in duplicate. The form should be punched on the left and retained in a three ring binder.

The county's and city's/town's share of court costs, any city/town fines, document fees, administrative fees, facsimile fees, document storage fees, late payment fees, probation fees, credit card service fees, user fees or other items shall be remitted to the city/town fiscal officer on a monthly basis.

CITY/TOWN COURT DAILY/MONTHLY BALANCE RECORD (FORM NO. 219CT)

This form is to be on 17" X 10", 32 lb. ledger paper with a minimum of 50% cotton content. Both sides of the form are to be printed alike. The form should be pen ruled and punched for a post binder.

The form is a summary of the court cash book. It can be kept daily or monthly and is posted from the court cash book. It is a record that should reveal a cumulative total of all funds received and disbursed, the depository balance at the end of each day or month and the amount of cash in the office at the close of each day or month. It is a very valuable aid in bookkeeping procedures. Courts that do not properly use this record usually experience difficulty in making a cash reconciliation and balancing the records at the end of the month.

FEE BOOK (COUNTY FORM NO. 41)

The fees for court costs, witness, and any other fees or costs that are to be taxed in the cause, are to be entered in the proper lines designated for that purpose.

This is the form for original entry. It should be kept in such a manner as to reveal a complete record of all proceedings or actions from the time the cause is filed until judgment is entered or otherwise disposed of by the court.

REGISTER OF TRUST FUNDS (GENERAL FORM NO. 102)

This record is commonly referred to as the "trust fund register." It is a register wherein money received for the benefit of all persons or parties is entered in detail. The posting to this record is made from the duplicate receipts and checks and from the trust column of the court cash book. Items entered in other columns of the cash book must not be posted in the trust fund register. The total of all unpaid items as shown by the trust fund register must agree with the balance in trust as shown by the court cash book.

CLERK'S REPORT TO AUDITOR OF ADDITIONAL JUDGMENTS FOR EXCISE TAX (GENERAL FORM NO. 367)

This form is to be used if additional excise tax judgments are collected under IC 9-18-2. The form is to be sent to the County Auditor on an annual basis listing the law enforcement agency or agencies issuing citations and the number of citations written by each agency.

CHRONOLOGICAL CASE SUMMARY AND RECORD OF JUDGMENTS AND ORDERS

The Chronological Case Summary and Record of Judgments and Orders, as well as procedures for a case index and the procedures for creating court case files, is governed by the Supreme Court of Indiana's Trial Rule 77, found in the *Indiana Rules of Court*, published by West Publishing Company. Further explanation of record creation, maintenance and disposal is covered in the *Trial Court Administrative Manual*, published by the Division of State Court Administration, Supreme Court of Indiana. For further information, questions, and explanation of procedures, contact the Division of its Information Management Section.

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