

CHAPTER 5
ILLUSTRATED FORMS

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CITY/TOWN COURT OF _____
DETAILED LEDGER OF LOCAL USER FEES

	Date		Receipt Number	Fee Book		Cause Number	From Whom Received	Total Cash Received	Pretrial Diversion Program	Alcohol and Drug Services Program	Law Enforcement Continuing Education			Deferral Program	
	Mo.	Day		No.	Page										
							Amount Brought Forward								
1															1
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							TOTALS:								

SAMPLE

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CITY/TOWN COURT RECEIPT - _____ COURT

Date	Kind	Number	Page	Cash	Check	M.O.	E.F.T.	CC-BC	Other	Case Number	
				PAYMENT TYPE AND AMOUNT							

From Whom Received	On What Account	\$
		Total Received

Court Costs:		
State Share		
County Share		
City/Town Share		
State Fines		
Bond Forfeitures		
Infraction Judgments		
Child Restraint System Fines		
Overweight Vehicle Fines		
City/Town Fines		
Document Fees		
Facsimile Fees		
Document Storage Fees		
Late Payment Fees		
Credit Card Service Fees		
Probation User Fees		
Probation Administrative Fees		
Clerk's Probation Administrative Fees		
Fiscal Officer's Probation Administrative Fees		
Supplemental Public Defender Services Fees		
Local User Fees:		
Pretrial Diversion Program		
Alcohol and Drug Service Program		
Law Enforcement Continuing Education		
Deferral Program		

State User Fees:		
Alcohol and Drug Countermeasures		
Drug Abuse, Prosecution:		
Interdiction and Corrections		
Safe Schools Fees		
Highway Worksite Zone Fees		
Highway Worksite Zone Judgments		
Domestic Violence Fees		
Automated Record Keeping Fees		
Auto. Record Keeping - Deferral/Diversion Fees		
Public Defense Administration Fees		
Judicial Insurance Adjustment Fees		
Pro Bono Legal Services Fees		
Judicial Salaries Fees - State Share		
Judicial Salaries Fees - City/Town Share		
Court Administration Fees		
DNA Sample Processing Fees		
Civil Action Service Fees		
Garnishee Service Fees		
Cash Bonds		
Bail Bond Administrative Fees		
Marijuana Eradication Fees		
Jury Fees		
Special Death Benefit Fees		
Other Fees		
Trust Funds		
TOTAL		

(Judge)(Clerk) City/Town Court

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Form Prescribed by State Board of Accounts

City and Town Form No. 215CT (Rev. 2009)

CITY/TOWN COURT

_____, _____ No. 1001

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

FB.NO. _____ PAGE _____ CAUSE NO. _____

(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215CT (Rev. 2009)

CITY/TOWN COURT

_____, _____ No. 1002

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

FB.NO. _____ PAGE _____ CAUSE NO. _____

(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215CT (Rev. 2009)

CITY/TOWN COURT

_____, _____ No. 1003

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

FB.NO. _____ PAGE _____ CAUSE NO. _____

(Judge) (Clerk) City/Town Court

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**REPORT TO COUNTY AUDITOR OF FINES AND FEES
COLLECTED IN CITY/TOWN COURT**

To the Auditor of _____, County, Indiana

I, _____, (Judge) (Clerk) of _____
City/Town Court, hereby certify that I have collected the following amounts of fines and forfeitures
payable to the county:

For the month ending _____, _____

Itemization	Collections This Period	Prior Collections	Year to Date Collections
State Fines			
Bond Forfeitures			
Infraction Judgments			
Child Restraint System Fines			
Overweight Vehicle Fines			
State User Fees (75%) - County Drug Free Community Fund			
Marijuana Eradication Fees			
Jury Fees			
Special Death Benefit Fees			
TOTAL AMOUNT COLLECTED			

SAMPLE

Dated _____, _____

(Judge) (Clerk) _____ City/Town Court

NOTE - Mail To:

_____ County Auditor

(Make check payable to _____ County Treasurer)

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CITY/TOWN COURT DAILY/MONTHLY BALANCE RECORD

Date of Balance _____, 20__

Daily _____ Monthly _____

Form Prescribed by State Board of Accounts

City Town Form No. 219CT (Rev. 2012)

	Beginning Balance	Receipts During Period	Disbursements for Period	Ending Balance
Payable to State:				
Court Costs - 55%				
State User Fees - 25%				
Safe Schools Fees				
Highway Worksite Zone Fees				
Highway Worksite Zone Judgments				
Domestic Violence Fees				
Automated Record Keeping Fees				
Auto. Record Keeping - Deferral/Diversion Fees				
Public Defense Administration Fees				
Judicial Insurance Adjustment Fees				
Pro Bono Legal Services Fees				
Judicial Salaries Fees - State Share				
Court Administration Fees				
DNA Sample Processing Fees				
Payable to Fiscal Officer:				
Court Costs:				
County - 20%				
City/Town - 25%				
City/Town Fines				
Document Fees				
Facsimile Fees				
Document Storage Fees				
Late Payment Fees				
Credit Card Service Fees				
Probation User Fees				
Probation Administrative Fees				
Clerk's Probation Administrative Fees				
Fiscal Officer's Probation Administrative Fees				
Supplemental Public Defender Services Fees				
Judicial Salaries Fees - City/Town Share				
Civil Action Service Fees				
Garnishee Service Fees				
Bail Bond Administrative Fees				
User Fees:				
Pretrial Diversion Program				
Alcohol and Drug Services Program				
Law Enforcement Continuing Education				
Deferral Program				
Problem Solving Court Services				
Payable to County:				
State Fines				
Bond Forfeitures				
Infraction Judgments				
Child Restraint System Fines				
Overweight Vehicle Fines				
State User Fees - 75%				
Marijuana Eradication Fees				
Jury Fees				
Special Death Benefit Fees				
Cash Bonds				
Other Fees				
Trust Funds				
Totals				

SAMPLE

CASH RECONCILEMENT

_____, 20__

Name of Depository	Depository Balance at Beginning of Period	Deposits	Checks Issued	Depository Balance at Close of Period
Bank				
Bank				
Investments				
Totals				
Add Cash on Hand at End of Period	x	x	x	x
Plus Cash Short or Minus Cash Long	x	x	x	x
Total Cash Balance	x	x	x	x

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FEE BOOK

Date Filed _____ Case No. _____ Additional Information or Receipt
 (Plaintiffs) (Defendants)
 _____ vs _____ User Fees _____
 Court Costs _____ Receipts No. _____ Misc. Fees _____
 Amount of Judgment _____
 Date of Judgment _____ JD _____ Pg. No. _____
 Other Information _____

SAMPLE

Date Filed _____ Case No. _____ Additional Information or Receipt
 (Plaintiffs) (Defendants)
 _____ vs _____ User Fees _____
 Court Costs _____ Receipts No. _____ Misc. Fees _____
 Amount of Judgment _____
 Date of Judgment _____ JD _____ Pg. No. _____
 Other Information _____

SAMPLE

Date Filed _____ Case No. _____ Additional Information or Receipt
 (Plaintiffs) (Defendants)
 _____ vs _____ User Fees _____
 Court Costs _____ Receipts No. _____ Misc. Fees _____
 Amount of Judgment _____
 Date of Judgment _____ JD _____ Pg. No. _____
 Other Information _____

SAMPLE

Date Filed _____ Case No. _____ Additional Information or Receipt
 (Plaintiffs) (Defendants)
 _____ vs _____ User Fees _____
 Court Costs _____ Receipts No. _____ Misc. Fees _____
 Amount of Judgment _____
 Date of Judgment _____ JD _____ Pg. No. _____
 Other Information _____

SAMPLE

Date Filed _____ Case No. _____ Additional Information or Receipt
 (Plaintiffs) (Defendants)
 _____ vs _____ User Fees _____
 Court Costs _____ Receipts No. _____ Misc. Fees _____
 Amount of Judgment _____
 Date of Judgment _____ JD _____ Pg. No. _____
 Other Information _____

SAMPLE

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REGISTER OF TRUST FUNDS

Form Prescribed by State Board of Accounts

General Form No. 102 (1959)

	DATE RECEIVED			RECEIPT NUMBER	FOR WHOM RECEIVED	CAUSE NUMBER	RECORD		AMOUNT RECEIVED	✓	DATE DISBURSED			CHECK NUMBER	AMOUNT DISBURSED	MEMORANDA
	MONTH	DAY	YEAR				DOCKET	PAGE			MONTH	DAY	YEAR			
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SAMPLE

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CLERK'S REPORT TO AUDITOR
OF ADDITIONAL JUDGMENTS FOR EXCISE TAX

TO THE AUDITOR OF _____ COUNTY, INDIANA

COLLECTIONS FOR MONTH _____, ____

LAW ENFORCEMENT AGENCY	NO. OF CITATIONS ISSUED	AMOUNT COLLECTED
STATE POLICE		
COUNTY SHERIFF		
CITY OF _____ POLICE		
CITY OF _____ POLICE		
TOWN MARSHAL - TOWN OF _____		
TOTALS		\$

SAMPLE

I SWEAR THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT OF ALL COSTS AND FEES BELONGING TO THE ABOVE AGENCIES AND DEPARTMENTS COLLECTED BY ME FOR THE PERIOD SHOWN.

STATE OF INDIANA _____ COUNTY, SS

IC 9-18-2-41 PROVIDES THAT THE CLERK OF THE COURT SHALL ON A CALENDAR YEAR BASIS TRANSFER ADDITIONAL JUDGMENTS COLLECTED UNDER IC 9-18-2-1 TO THE COUNTY AUDITOR WHO SHALL DISTRIBUTE THE FUNDS TO THE LAW ENFORCEMENT AGENCIES RESPONSIBLE FOR ISSUING CITATIONS. THE PERCENTAGE OF FUNDS DISTRIBUTED TO A LAW ENFORCEMENT AGENCY EQUALS THE TOTAL NUMBER OF CITATIONS ISSUED BY THE LAW ENFORCEMENT AGENCY. THE STATE BOARD OF ACCOUNTS RECOMMENDS MONTHLY FILING OF THIS FORM TO ELIMINATE THE NECESSITY OF CARRYING THESE ITEMS IN TRUST.

_____ COURT

CLERK OF THE COURT