

# Appendix 10 – Annual Checklist for Review of Justice Court Records

**Name of Municipality:**

Town of Lansing

**Month Reviewed:**

12/1/2025

Through

12/31/2025

**Name of Justice:**

Honorable John Howell
Honorable Peter Grossman

**Review Performed By:**

Ruth Groff

**Date**

2/9/2026

# Annual Checklist for Review of Justice Court Records

	Yes	No
<b><u>Cash Receipts Book</u></b>		
▶ Are pre-numbered receipt forms issued for all collections?	✓	○
▶ Are duplicate receipts kept for court records?	✓	○
▶ Are receipts recorded up-to-date?	✓	○
<i>Last recorded receipt:</i> SEE ATTACHED		
# _____ Date _____ Amount _____		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	✓	○
▶ Are deposits identified?	✓	○
▶ Are duplicate deposit slips kept for court records?	✓	○
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	✓	○
▶ Are deposits recorded up-to-date?	✓	○
<i>Last recorded deposit:</i> SEE ATTACHED		
Date _____ Amount _____		
▶ Is the receipt book totaled and summarized at the end of each month?	✓	○
<i>Last Month Totaled and Summarized</i> _____ <b>SEE ATTACHED</b>		
<b><u>Cash Disbursements Book</u></b>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	✓	○
▶ Are all checks signed by the Justice?	✓	○
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	✓	○
▶ Are checks recorded up-to-date?	✓	○
<i>Last recorded check:</i> SEE ATTACHED		
# _____ Date _____ Amount _____		
<b><u>Bank Reconciliations</u></b>		
▶ Are bank accounts reconciled promptly after bank statements are received?	✓	○
<i>Last Bank Reconciliation for Each Bank Account:</i> SEE ATTACHED		
Date Performed _____ Month Ending _____		
<b><u>Additional Supporting Records</u></b>		
▶ Is a list of bail maintained?	✓	○
▶ Is a record of uncollected installment payments maintained?	✓	○

# Annual Checklist for Review of Justice Court Records

**Yes    No**

## Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ✓    ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ✓    ○
- ▶ Do dockets for disposed cases appear to be complete? ✓    ○
- ▶ Do dockets for disposed cases agree with amounts reported? ✓    ○

## Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ✓    ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ✓    ○

*Last Cash Reconciliation:*            **SEE ATTACHED**  
*Date Performed* \_\_\_\_\_ *Month Ending* \_\_\_\_\_

## Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ✓    ○
- ▶ Has the court received any notices regarding late reporting? ○    ✓  
 If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ✓    ○
- ▶ Do reported amounts agree with docket dispositions and case files? ✓    ○
- ▶ Do reported amounts agree with cash receipt and disbursement books? **SEE ATTACHED** ✓    ○  
 Last report submitted: Month Ending \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_
- ▶ Has the court received any notices regarding late reporting? ○    ✓  
 If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

# Annual Checklist for Review of Justice Court Records

Yes    No

## Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?  
 If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_

○    ✓

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?    N/A  
*Last TSLED Report Available: Date* \_\_\_\_\_

○    ○

**Note:** Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? N/A \_\_\_\_\_
- Is the number of pending cases reasonable?
  - How many cases are shown as pending for more than 90 days? \_\_\_\_\_
  - What actions have been taken to dispose of these cases? \_\_\_\_\_

○    ○

## Overall Evaluation

**All court records appear to be in good condition, with appropriate recordkeeping. All records are organized and in good order, easily accessed for reference and correlation to case or docket, and maintained efficiently. Reconciliations are done in a timely manner. Required reporting and submittals are done appropriately and in a timely manner.**

# TOWN OF LANSING

Honorable John Howell  
Honorable Peter Grossman

Covering Calendar Year 2025

Reviewed by Ruth Groff, Town Supervisor

## Cash Receipts Book

*Last recorded receipt for 2025:*

Judge Howell	██████████	<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 133.00
Judge Grossman	██████████	<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 150.00

*Last recorded deposit for 2025:*

Judge Howell		<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 326.00
Judge Grossman		<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 325.00

*Last Month Totaled and Summarized for 2025:*

Judge Howell		<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Month Ending</i>	12/31/2025

## Cash Disbursements Book

*Last recorded check for 2025:*

Judge Howell	██████████	<i>Date</i>	12/4/2025	<i>Amount</i>	\$ 6,300.00
Judge Grossman	██████████	<i>Date</i>	12/2/2025	<i>Amount</i>	\$ 7,563.00

## Bank Reconciliations

*Last Bank Reconciliation for 2025:*

Judge Howell		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025

## Cash Book Reconciliation

*Last Cash Reconciliation for 2025:*

Judge Howell		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025

## Reports to the Justice Court Fund

*Last report submitted for 2025*

*Month ending - 12/31/25*

Judge Howell		<i>Date</i>	1/4/2026	<i>Amount</i>	\$ 5,693.00
Judge Grossman		<i>Date</i>	1/4/2026	<i>Amount</i>	\$ 5,487.00

