Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality: Gardiner Town Court

Month Reviewed: Jan 2025 **Through** Dec 2025

Name of Justice: Robert Rich.

Review Performed By: JSU RAC

James Ulvestad	4/22/26
Roberta Clements	4/22/26

Date

Gardiner Justice Court - Judge Rich

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	☑	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	☑	☐
Are pre-numbered receipt forms issued for all collections?	☑	☐
Are duplicate receipt copies kept for court records?	☑	☐
Are receipts recorded up-to-date? *Last Recorded Receipt:* # 3608 *Date* 12-18-25 *Amount* $140		
Are duplicate deposit slips kept for court records?	☑	☐
Do deposit amounts agree with cash receipt amounts?	☑	☐
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date? *Last Recorded Deposit: Date* 12-16-25 *Amount* $413	☑	☐
Are un-deposited cash receipts safeguarded?	☑	☐
Is the cash receipts journal totaled and summarized monthly?	☑	☐

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	☑	☐
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	☑	☐
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 maintained on file?	☐	☑
Are all unused checks properly controlled (blank check stock)?	☑	☐
Are checks recorded up-to-date? *Last Recorded Check:* # 0133 *Date* 1-7-26 *Amount* $5292	☑	☐

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Cash Reconciliations	YES	NO
Is the bank account reconciled after bank statements are received? *Last Bank Reconciliation for Each Bank Account:* *Date Performed* 1-7-26 *Month Ending* 12-25	☑	☐

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable? N/A	☐	☐

Additional Supporting Records	YES	NO
Is a list of bail maintained?	☑	☐
Is a record of uncollected installment payments maintained?	☑	☐

Dockets and Case Files	YES	NO
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?	☐	☑
Are indexes maintained for all cases?	☑	☐
Do dockets for disposed cases appear to be complete?	☑	☐
Do dockets for disposed cases agree with amounts reported?	☑	☐

Accountability	YES	NO
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	☑	☐
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? *Last Determination of Accountability:* *Date Performed* 1-7-26 *Month Ending* 12-25	☑	☐

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Reports to Division of Criminal Justice Services	YES	NO
Are reports made timely to the Division of Criminal Justice Services?	☑	☐
Has the court received any notices regarding late reporting? *If yes, why were reports late and what corrective actions were taken?* _____	☐	☑

Reports to Justice Court Fund	YES	NO
Are monthly reports made timely to the Justice Court Fund?	☑	☐
Do reported amounts agree with cash receipt and disbursement books?	☑	☐
Do reported amounts agree with docket dispositions and case files? *Last Report Submitted:* *Month Ending* 12-25 *Date* 1-7-26 *Amount* $5292	☑	☐
Has the court received any notices regarding late reporting? *If yes, why were reports late and what corrective actions were taken?* _____	☐	☑

Reporting to Department of Motor Vehicles - TSLE&D Program	YES	NO
Is information reported timely to TSLE&D?	☑	☐
Are reports from TSLE&D to the court maintained and utilized? *Last TSLE&D Report Available:* *Date* 3-18-26	☐	☐
How many cases are shown as pending in the last TSLE&D report? 599	☐	☐
Is the number of pending cases reasonable?	☑	☐
How many cases are shown as pending for more than 90 days? 400	☐	☐
What actions have been taken to dispose of these cases? set for trial suspend	☐	☐
Has the court received any notices regarding pending cases? *If yes, why were the cases pending and what corrective actions were taken, if any?* _____	☐	☑
Has the court received any notices regarding late monthly reporting?	☐	☑

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

If yes, why were the reports late and what corrective actions were taken?		

Comments and Conclusions

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality: Town of Gardiner

Month Reviewed: January 2025 **Through** Dec. 2025

Name of Justice: Laura Wong-Pan

Review Performed By: (RAC) Roberta Clements — **Date** 4/22/26

JSU James Ulvestad — 4/22/26

Gardiner Justice Court - Judge Wing-Part LW 5-726

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Checklist for Review of Justice Court Records

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	☑	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	☑	☐
Are pre-numbered receipt forms issued for all collections?	☑	☐
Are duplicate receipt copies kept for court records?	☑	☐
Are receipts recorded up-to-date? *Last Recorded Receipt:* # 0532 *Date* 12-18-25 *Amount* $175		
Are duplicate deposit slips kept for court records?	☑	☐
Do deposit amounts agree with cash receipt amounts?	☑	☐
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date? *Last Recorded Deposit: Date* 1-2-26 *Amount* $325	☑	☐
Are un-deposited cash receipts safeguarded?	☑	☐
Is the cash receipts journal totaled and summarized monthly?	☑	☐

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	☑	☐
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	☑	☐
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 maintained on file?	☐	☑
Are all unused checks properly controlled (blank check stock)?	☑	☐
Are checks recorded up-to-date? *Last Recorded Check:* # 1026 *Date* 1-7-26 *Amount* $3368	☑	☐

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Cash Reconciliations	**YES**	**NO**
Is the bank account reconciled after bank statements are received? *Last Bank Reconciliation for Each Bank Account:* *Date Performed* 1-7-26 *Month Ending* 12.25	☑	☐

Deposit Protection	**YES**	**NO**
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable? N/A	☐	☐

Additional Supporting Records	**YES**	**NO**
Is a list of bail maintained?	☑	☐
Is a record of uncollected installment payments maintained?	☑	☐

Dockets and Case Files	**YES**	**NO**
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?	☐	☑
Are indexes maintained for all cases?	☑	☐
Do dockets for disposed cases appear to be complete?	☑	☐
Do dockets for disposed cases agree with amounts reported?	☑	☐

Accountability	**YES**	**NO**
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	☑	☐
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? *Last Determination of Accountability:* *Date Performed* 1-7-26 *Month Ending* 12.25	☑	☐

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

Reports to Division of Criminal Justice Services	YES	NO
Are reports made timely to the Division of Criminal Justice Services?	☑	☐
Has the court received any notices regarding late reporting?	☐	☑
If yes, why were reports late and what corrective actions were taken? _____		

Reports to Justice Court Fund	YES	NO
Are monthly reports made timely to the Justice Court Fund?	☑	☐
Do reported amounts agree with cash receipt and disbursement books?	☑	☐
Do reported amounts agree with docket dispositions and case files?	☑	☐
Last Report Submitted: *Month Ending* 12-25 *Date* 1-7-26 *Amount* $3368		
Has the court received any notices regarding late reporting?	☐	☑
If yes, why were reports late and what corrective actions were taken? _____		

Reporting to Department of Motor Vehicles - TSLE&D Program	YES	NO
Is information reported timely to TSLE&D?	☑	☐
Are reports from TSLE&D to the court maintained and utilized?	☐	☐
Last TSLE&D Report Available: *Date* 3-18-26		
How many cases are shown as pending in the last TSLE&D report? 599	☐	☐
Is the number of pending cases reasonable?	☑	☐
How many cases are shown as pending for more than 90 days? 400	☐	☐
What actions have been taken to dispose of these cases? Set for trial Suspend	☐	☐
Has the court received any notices regarding pending cases?	☐	☑
If yes, why were the cases pending and what corrective actions were taken, if any? _____		
Has the court received any notices regarding late monthly reporting?	☐	☑

Appendix F –

General Recordkeeping Requirements for Town and Village Justice Courts continued

If yes, why were the reports late and what corrective actions were taken?		

Comments and Conclusions