

CASE FEE – DAILY CASH REPORT

(REVISED 8/23/2012)

The purpose of this report is to provide an accounting of Daily Cash receipts for cases in which Case Fee payments have been made. It is intended for use as a tool for the Court Clerk to verify daily receipt totals.

The Daily Cash Report can be run for a specific Date Range, County or Judicial district and Intake Type (Figure 1). If multiple jurisdictions (ie: Judicial districts) are selected, each jurisdiction will be displayed in a separate section. Courts can only see reports for the county or districts in which they have jurisdiction. Above each field, the User may select all types for each field.

FIGURE 1

REPORT SECTION

The report is divided into sections according to the Intake Type. (Figure 2) Each report section lists the cases that have payment activity. The case header gives the case docket information including docket number, universal case identification number (UCID#), local cause number if entered and the youth's name. Each activity record lists the date, Payment Type, Individual making the payment and the Amount Paid.

Wednesday, August 01, 2012 09:53 AM Page 1 of 1

Daily Cash Report

01/01/2012 to 08/01/2012

████████ COUNTY YOUTH COURT
DELINQUENCY

████████-YC-2011-D-████████-1(████████) (LC# ██████████) - ██████████

FINES

Payment			
Date	Payment Type	Paid By	Amount Paid
2/16/2012	CASH	████████████████████	\$50.00
			\$50.00

FIGURE 2

SECTION AND REPORT TOTALS

Each Intake type section is sub-totaled with the total amount paid in each Case Fee category and the Total payments for all the selected intake type with payment activity during the selected date range.

COUNTY YOUTH COURT AMOUNT PAID SUMMARY	
	Total Amount Paid
COURT COSTS	\$0.00
FEES	\$0.00
FINES	\$50.00
RESTITUTION	\$0.00
TOTALS	\$50.00

TOTAL AMOUNT PAID SUMMARY	
	Total Amount Paid
COURT COSTS	\$0.00
FEES	\$0.00
FINES	\$50.00
RESTITUTION	\$0.00
TOTALS	\$50.00

FIGURE 3

The report totals section gives the total amount paid for each Case Fee category and the Total payments for all intake types with payment activity during the selected date range.