

RULES FOR THE UNIFORM SYSTEM OF ACCOUNTING AND CASE FILES FOR CIRCUIT COURTS

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Section 1. Definitions

Access Level – Refers to the role assigned to an employee in the case management system. Roles include the following:

Entry Level - Create cases, receipt payments, and generate, but not edit, documents related to a case. Limitations pertaining to some aspects of case management, specifically, Batch process, access to sealed cases and access to confidential party records.

General Level - Includes all permissions that are available to the Entry Level Clerk in addition to, sealed cases and documents, delete documents, receipting, cash drawer balancing, and overdue processing.

Advanced - This role is intended for a senior clerk. Permissions in addition to Entry & General levels: add & view deposit entries, view voided receipts, End of Day, some accounting, ability to process Inactivity, batch hearing scheduling and reassignments.

Superuser - This security role builds on the Entry Level, General, and Advanced clerk roles. Additional Permissions include: Document Templates (creating, maintaining, setting up in FCE), Agent Entry (Bonding, Process Servers, Other Sentence Providers), Create/Edit Courtroom Processing Macros, Enter/view Sealed Search Warrants, Expunging Records, Edit Default Agreement to Pay Setup, Edit Check Printing Setup, View the Check Register (Reprint and Void Checks), Delete from the Checks to Print Screen, View Disbursement Detail, Void Disbursements, Case Minute Setup, Judge Note Template Setup, Reminder Security Setup, Ad Hoc Reporting.

Chief Clerk - A Chief Clerk with full permissions. Additional Permissions include: Override (Case Drawer Over/Short, Check Hold Period, Void Deposit), Agent Entry (Interpreters), View Setup Tables, Create Case Labels, Change Case Numbers (End of Year Activity), Judge Conflict Setup.

Cash Balance - This role only allows for the balancing of all Cash Drawers to assist with End of Day Processing.

Search Role - This role contains only those permissions needed to run a search for public (no sealed, no confidential parties).

Administrative Office of the Courts (AOC) –The office within the Judicial Branch charged with providing the administrative functions for the Branch, including fiscal, applications, legal, technical, and other administrative support.

Assessment – The amount payable by a court patron due to a court order, rule, statute, or other legal process.

Automated Clearing House (ACH) –An electronic fund transfer made between banks and credit unions, used for many types of fund transfer transactions. Credit card payments are processed through the ACH system.

Case Management System – The system used by the courts to manage the documentation and processing of cases flowing through the circuit courts.

Cash Drawer – The collection of money received throughout a day and processed in the case management system.

Cash Drawer Balance – The process of reconciling the daily Cash Drawer to the Case Management System.

Deemed Abandoned – In accordance with W.S. 34-24-101 and 34-24-110, any check disbursed and returned as undeliverable or payment received from unknown sources without reference to a specific case, shall be deemed abandoned or unclaimed after six (6) months when:

1. It is held, issued or owing by a holder;
2. The identity, status or present location of the apparent owner is unknown; and
3. The property cannot be paid, distributed or given to the apparent owner after the dormancy period of six (6) months.

End of Month Balancing Spreadsheet – The spreadsheet created by the AOC to assist with reconciling the monthly receipts and disbursements.

End of Month Reports – The collection of reports used to balance the End of Month Balancing Spreadsheet verifying case payments balance with the General Ledger.

General Ledger – The accounts used within the Case Management System to record the various receipts and disbursements processed on case filings.

Jury Management System – The system used by the courts to manage citizens who have been selected for potential jury duty, citizens who have served on a jury, and payments made as a result of being physically called to report for jury duty.

Memo Adjustment– A temporary note explaining why the bank reconciliation is out of balance, requiring further action for the clerk to resolve.

Overage – The amount of physical monies in the Cash Drawer in excess of the amount receipted for the day according to the Case Management System.

Primary Circuit Court – The home court where a Judge is assigned to preside.

Processed – Documents that have been entered into the Case Management System.

Restitution – A type of Assessment a judge may require on a case, paid to the victim of the crime.

Satellite Court – A remote location for a Primary Court.

Shortage - The amount of physical monies in the Cash Drawer less than the amount received for the day according to the Case Management System.

Unprocessed – Documents related to cases which have not yet been entered into the Case Management System.

Voucher – The form used to record a payment to be made to another party, which includes name and address of the payee, as well as the date, amount and a description of the payment.

Section 2. Authority and Purpose.

The Wyoming Supreme Court adopts the following rules pursuant to Wyo.Stat. Ann. §§ 5-9-101 through 5-9-154. These rules are adopted to establish a uniform and proper system of accounting for all money received and disbursed, and to ensure the safe handling of funds in the Wyoming circuit courts.

Section 3. Case Files.

- (a) Each court shall maintain four separate case types, criminal (CR), citation (CT), civil (CV), and domestic relations (DR). The case files and records shall be uniform in format as established by the Case Management System provided by the Wyoming Supreme Court.
- (b) Abstracts for citations shall be printed on disposed cases seen by the Judge.
- (c) All filed documents must be scanned into the Case Management System.

Section 4. Case Filing.

Case files should be filed in an organized manner that provides for efficient input, retention, and retrieval of records. Clerks must determine the best way to organize their filing system based on available office space.

Section 5. Accounting System.

The accounting system shall be integrated with the Case Management System provided by the Wyoming Supreme Court and each court shall use the Case Management System to its full capacity to include documenting, scanning, receipting, and disbursing.

Section 6. Access to the Case Management System.

The accounting information available in the Case Management System is relied upon to provide the history of financial transactions. Therefore, the system access must be limited to authorized and necessary personnel only. Specifically:

- (a) Access:
 - 1. The Case Management System shall have multiple Access Levels, which shall provide limitations to accounting functionality to different users. Unless otherwise approved by the AOC, each court will only

have one Chief Clerk Access Level and may only have up to two Superusers Access Levels. The Supreme Court shall maintain a record of the different Access Levels and the type of permissions granted at each level.

2. All clerks shall be assigned a unique user ID and be granted the most restrictive Access Level that allows performance of their job responsibilities, as determined by the chief clerk. No clerk shall use another clerk's user ID to access or process activity in the Case Management System.

(b) Access Review:

1. Each quarter, the chief clerk shall review the active users of the Case Management System for his/her court and determine if the users and their assigned Access Level are appropriate. The chief clerk will document this review by signing and dating the active users report. This report must be made available electronically for the AOC. Any required changes will be submitted in a Help Desk ticket for the AOC to update.
2. Each quarter, the State Court Administrator (SCA), or designee(s) will review the active users of the Case Management System for all non-clerk level access roles and determine if the users and their assigned Access Level are appropriate, as they relate to accounting processes. The SCA, or designee(s), will document this review by signing and dating the active users report. This report must be made available electronically for AOC. Any required changes will be submitted in a Help Desk ticket for the AOC to update.

Section 7. Assessments.

Assessments in the Case Management System must match the original documentation, such as a civil judgment, judgment and sentence, citation, etc. Any adjustments made to the Assessment must be supported by an amended document, garnishment paperwork, letter of satisfaction, overpayment policy, or detailed comments in the Case Management System.

Section 8. Receipts.

- (a) Money received by the court shall be entered into the Case Management System by the end of the following business day. An exception to this rule exists in situations where one check is received for multiple cases that cannot all be processed same day.
- (b) A receipt must be generated within the case management system for all monies paid into the court. Each receipt will be pre-numbered in numerical sequence by the system. The receipt shall be printed and given to any payor making payment in person or by cash (Wyo.Stat.Ann. § 5-9-144).
- (c) Each clerk shall have and be responsible for his/her individual Cash Drawer. All funds received and processed in the Case Management System

by a clerk must be kept in his/her Cash Drawer and shall not be commingled with other funds until the daily deposit is being processed.

- (d) All checks shall be endorsed immediately upon receipt.
- (e) If the Case Management System is not functional, a hand-written receipt shall be prepared in duplicate with one copy given to the payor and the other kept as a court copy in the receipt book. The monies receipted on the hand-written receipt shall be entered in the Case Management System as soon it is functional. The case management system receipt number shall be cross-referenced on the hand-written receipt.
- (f) All case related payments shall be receipted and entered on the appropriate case within the Case Management System when applicable. If payments cannot be receipted on a case or party when received, the money shall be transferred to the appropriate case or party as soon as practicable.
- (g) Only one payment method shall be entered on a receipt. If a patron pays with multiple payment methods, the court shall issue separate receipts for each payment method.
- (h) Only one case shall be entered on a receipt. If a patron pays with one payment method for multiple cases, the court shall issue separate receipts for each case.
- (i) If a payor makes a payment in cash and requests a refund, the cash shall not be returned to the payor once processed in the Case Management System. If a refund is warranted, the court shall disburse the funds by check through the Case Management System.
- (j) If a check or money order is received and must be returned without being receipted, a case note shall be entered detailing the check or money order details (payor, date, amount), and the reason for the return.
- (k) Clerks shall not accept or receipt pre-judgment money into the Case Management System, unless ordered by the court.

Section 9. Disbursements.

- (a) All money disbursed from the Case Management System shall be disbursed from a case when applicable.
- (b) Payments to other parties in accordance with case Assessments shall be made by check to the appropriate party. Each check shall identify the case number within the Case Management System and each case shall identify the disbursement.
- (c) When a payment method is check, the related disbursement shall be held for fourteen (14) days to ensure the court receives the funds prior to disbursement.
- (d) The court shall not hold funds due to be disbursed if there is no fiscal requirement or legal obligation to hold them.

Section 10. Voiding Receipts, Disbursements, Checks.

- (a) When a receipt or disbursement is entered incorrectly in the Case Management System and must be voided and re-entered correctly, the voided document shall include a comment in the Case Management System with enough information to help justify and explain the reason for the void.
- (b) A voided check must be made unusable – either by writing or stamping void on the check or cutting out the signature block – and maintained in the court.
- (c) If a check is lost, an Affidavit of Lost Check (see Appendix A) shall be completed by the payee and maintained in the court.

Section 11. Individual Cash Drawer Balancing.

Prior to leaving for the day, the clerk shall perform a Cash Drawer Balance by completing the Cash Balance Report (see Appendix B) in the case management system. This cash balance report compares the money collected to the amount receipted in the Case Management System for the day. The cash balance report must be completed for each clerk who receipted funds that business day.

- (a) The receipted amounts and the physical monies should agree by payment method and in total.
- (b) If a second clerk is present, the second clerk must review the cash balance report and recount the monies to ensure its accuracy. The clerk reviewing must initial and date the report as evidence of this review.
- (c) If there is a difference, the court must make every effort to identify the cause of the difference. If the difference is not identified and corrected, the clerk must submit a help desk ticket.

Section 12. Petty Cash Held for Making Change.

Any petty cash held in the court for making change must be counted and verified daily. A balance log must be kept showing the clerk who verified the balance.

Section 13. Security of Money Held Overnight.

- (a) Cash stored overnight shall be secured in a safe. Other payment methods stored overnight shall be secured in a safe if practical. As safes are not large enough to store Unprocessed filings, courts should ensure that checks received by mail but not yet Processed by the end of the day are reasonably secure from theft.
- (b) Access to the safe contents should be limited to those personnel designated by the Judge but should not include all employees except in courts or satellite courts with three or fewer clerks, including the chief clerk.

Section 14. Combined Cash Drawer Report and Deposits.

Each court shall open an account in an approved state depository in which all money receipted shall be promptly deposited the following business day. Cash, checks, and money order deposits shall be generated separately from electronic

payment transactions. These deposits must also be separately identifiable in the Case Management System.

When completing the deposit for cash, checks, and money orders, the clerk must use the following processes:

- (a) A clerk must process the combined cash balance report to include all the monies receipted to the individual Cash Drawers for the previous day.
- (b) A clerk must process the deposit in the case management system, verifying the physical monies in hand agree to the deposit, both by payment method and in total. The receipts as shown on the combined cash balance report must equal the deposit.
- (c) The combined cash balance report shall be retained. If there are no overages or shortages, then the individual cash balance reports do not need to be retained.
- (d) The deposits must be generated and taken to the bank each business day.
- (e) The bank receipt for the deposit must be maintained with the Case Management System's deposit slip.

When completing the deposit for electronic payment transactions, the clerk must use the following processes:

- (f) The deposits must be processed each business day.
- (g) Each ACH court deposit report must be processed separately on its own deposit in the Case Management System.

The Case Management System deposits, combine cash balance reports, and ACH reports must be saved in an organized manner and electronically accessible by the AOC.

Section 15. Daily and Monthly Balancing.

Money received as bonds, restitution, civil judgments, garnishments, trust, or unapplied must be reconciled and separately identified as to each payor and case at the close of each day and month during the fiscal year. To facilitate monthly balancing, clerks shall timely print the End-of-Month Reports from the case management system and shall complete the End-of-Month Balancing Spreadsheet. These reports must be saved in a manner electronically accessible by the AOC.

Section 16. End-of-Month Disbursements.

- (a) All fine, cost, and fee receipts shall be disbursed to the proper entity, no later than the tenth (10th) day of the month following the month in which the money was received. (Wyo.Stat.Ann. §§ 5-9-146). If this deadline cannot be met, it is the chief clerk's responsibility to notify the AOC.
- (b) The disbursements shall be made by check in the amount due to each respective office.

- (c) Receipts from the county treasurer, and state deposit form for the state treasurer disbursements made by check, shall be retained for audit purposes.

Section 17. Bank Statement and Reconciliation.

It shall be the responsibility of the chief clerk to ensure the bank statement is reconciled to the General Ledger no later than the fifteenth (15th) day after the end of the month being reconciled. When a Memo Adjustment exists, the clerk shall make every effort to resolve the issue timely. The reconciliation and related end of month reports shall be reviewed by the Administrative Judge in each court.

Section 18. Documents to Maintain.

The AOC shall provide a list of accounting documents and detail how those documents shall be maintained – either physically, electronically, or both. Documents required to be kept electronically must be retained in the court's common balancing reports folder. The physical documents must be maintained in an organized manner and in accordance with the AOC's retention schedule.

Section 19. Unclaimed Property.

- (a) Any checks issued by the court, or payments received from an unknown source without reference to a specific case and Deemed Abandoned, shall be handled in accordance with unclaimed property procedures established by the State Treasurer's Office.
- (b) Each unclaimed property must be sent to the state of the party's address.
- (c) Restitution disbursements returned in the mail as undeliverable will be processed per W.S. 7-9-108(c) and sent to the Division of Victim's Services.

Section 20. Jury Account.

With approval from the AOC and state treasurer, a jury account may be created and shall be used strictly for the payment of meals and refreshments for jurors. When requesting reimbursement for this account, the clerk shall provide an itemized receipt with the payment voucher.

Section 21. Juror Fees.

- (a) The clerk shall generate a Voucher for each juror using the Jury Management System.
- (b) The clerk must verify the mileage submitted by the juror to be reimbursed in accordance with W.S. 1-11-202 using an internet mapping site (i.e., Google Maps), prior to submitting the invoice for payment.
- (c) The juror Voucher shall be approved by the clerk and the judge who presided over the trial prior to submission.
- (d) The juror Voucher shall be submitted to the AOC for payment.

Section 22. Examination Procedures.

- (a) The accounts of each circuit court will be examined by designated staff of the AOC in accordance with rules, policies and procedures recommended by the Audit Committee and adopted by the Wyoming Supreme Court or the Wyoming Judicial Council as appropriate.
- (b) The examination shall consist of both financial and select court processes review. The examination shall include verifications of bank account reconciliations.

Section 23. Satellite Courts.

- (a) Bank statements shall be reconciled monthly, and a copy of the bank statement and reconciliation filed with the Primary Circuit Court and reviewed by the chief clerk or designee.
- (b) The Satellite Court shall report their monthly activities to the primary circuit court on the date determined by the circuit court Judge(s).



AFFIDAVIT OF LOSS OF CHECK ISSUED BY THE CIRCUIT COURT OF **SAMPLE** COUNTY

Having been first duly sworn, the undersigned hereby deposes and says:

That the following check was issued in payment of the stated sum and remains lawfully due and payable to affiant:

Payee: _____

Payee Address _____

Phone _____

Check # _____ Amount \$ _____

Case Information _____

That said check has not been presented for payment by the Affiant for the reason:

_____ The check was never received by Affiant;

_____ The check was lost or misplaced after receipt by the Affiant.

Affiant requests that a replacement check be issued and that any authorization for payment of the original check be cancelled. Further, affiant agrees to immediately deliver the above-described check to the Circuit Court of **Sample** County if it should ever come into Affiant's possession.

Affiant's Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires

Notary Public

Cash Balance Report

All Locations

From 01/24/2025 12:00 AM to 01/24/2025 11:59 PM

For cash drawer(s): Clerk

			Count	Reported	Difference
Tally currency and change					
Cash:			0.00	0.00	0.00
\$100	0	0.00	Check:	0.00	0.00
\$50	0	0.00	Cashiers Check:	0.00	0.00
\$20	0	0.00	Money Order:	0.00	0.00
\$10	0	0.00	Credit Card:	0.00	0.00
\$5	0	0.00	Debit Card:	0.00	0.00
\$1	0	0.00	E-Payment:	0.00	0.00
Change		0.00	Total:	0.00	0.00
			Over/Short Entries:		0.00
			Direct Deposit:	0.00	
			Transfers:	0.00	
			Grand Total:	0.00	Balanced

Receipts	Cash	Transfers	Direct Deposits	CitePay USA
Totals:				
			Total Receipts:	0.00
			Victim Restitution in Total Receipts:	0.00

Disbursements	Cash	Transfers	Direct Deposits
Totals:		0.00	0.00
		Total Disbursements:	0.00

Prepared by: _____ Date: _____
 Approved by: _____ Date: _____
 Received by: _____ Date: _____
 Deposited by: _____ Date: _____

Cash Balance Report

All Locations

From 01/24/2025 12:00 AM to 01/24/2025 11:59 PM

For cash drawer(s): Clerk

Source	Case Number Date	Rec. No.	Ref No.	Info	Tendered	Amount
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Report Total:

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Received by: _____ Date: _____

Deposited by: _____ Date: _____