

CHAPTER 4
OTHER UNIFORM COMPLIANCE GUIDELINES

ESTABLISHMENT OF CITY AND TOWN COURTS

Indiana Code 33-35-1-1 states:

- “(a) During 2022 and every fourth year after that, a second or third class city or a town may by ordinance establish or abolish a city or town court. An ordinance to establish a city or town court must be adopted not less than one (1) year before the judge's term would begin under section 3 of this chapter.
- (b) The judge for a court established under subsection (a) shall be elected under [IC 3-10-6](#) or [IC 3-10-7](#) at the municipal election in November 2019 and every four (4) years thereafter.
- (c) A court established under subsection (a) comes into existence on January 1 of the year following the year in which a judge is elected to serve in that court.
- (d) A city or town court in existence on January 1, 1986, may continue in operation until it is abolished by ordinance.
- (e) A city or town that establishes or abolishes a court under this section shall give notice of its action to the following:
 - (1) The office of judicial administration under [IC 33-24-6](#).
 - (2) The secretary of state.
 - (3) The circuit court clerk of the county in which the greatest population of the city or town resides.”

ELECTION OF JUDGE - CERTAIN TOWNS

IC 3-10-6 and IC 3-10-7 provide for the election of town court judges in years other than municipal election years. Notwithstanding IC 33-35-1-1, the judge of the town court shall be elected at the next municipal election not conducted in a general election year. The successors of the judge shall be elected at the first general election following the municipal election and every four (4) years thereafter. [IC 33-35-1-2]

POWERS OF JUDGES

A judge of a city or town court may adopt rules for conducting the business of the court and has all powers incident to a court of record in relation to the attendance of witnesses, the punishment of contempts, the enforcement of its orders, and the issuing of commissions for taking depositions in cases pending in the court. The judge may administer oaths and give all necessary certificates for the authentication of the records and proceedings of the court.

If the judge is temporarily absent or unable to act, the judge shall appoint a reputable practicing attorney to preside in his absence. The special judge has all the powers and rights and shall perform all the duties of the judge of the court as fully as the regular judge appointing the special judge. [IC 33-35-2-1]

JURISDICTION - CITY COURTS

A city court has the following jurisdiction over crimes, infractions, and ordinance violations:

1. Jurisdiction of all violations of the ordinances of the city.
2. Jurisdiction of all misdemeanors and all infractions.
3. If the city that established the city court has entered into an interlocal agreement described in IC 33-35-1-6, jurisdiction of all other ordinance violations described in the interlocal agreement. [IC 33-35-2-3]

JURISDICTION - CITIES AND TOWNS IN LAKE COUNTY

The city court of each of the four (4) cities having the largest populations and the town court of a town having the largest population in a county having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) have concurrent civil jurisdiction with the circuit court of the county where the amount in controversy does not exceed six thousand dollars (\$6,000). The court has jurisdiction in any action where the parties or the subject matter are in the county in which the city is located. However, the city or town court does not have jurisdiction in:

1. Actions for slander or libel;
2. Matters relating to decedents' estates, appointment of guardians, and all related matters;
3. Dissolution of marriage actions; or
4. Injunction or mandate actions. [IC 33-35-2-5]

JURISDICTION - THIRD CLASS CITY NOT A COUNTY SEAT

A city court in a third-class city that is not a county seat and to which IC 33-35-2-5 does not apply has concurrent jurisdiction with the circuit court in civil cases where the amount in controversy does not exceed three thousand dollars (\$3,000). However, the city court does not have jurisdiction in actions for slander, libel, foreclosure of mortgages on real estate, where the title to real estate is in issue, all matters relating to a decedent's estate, appointment of guardians and all related matters, and actions in equity, nor does the court have original jurisdiction where the principal defendant resides within another city having a city court with a civil jurisdiction. Judgments rendered in the city court, when a certified transcript is filed with the clerk of the circuit court, have the same force as judgments rendered in the circuit court. [IC 33-35-2-6]

CITY COURTS - CONCURRENT JURISDICTION

A city court has concurrent jurisdiction with the circuit court in civil cases where the amount in controversy does not exceed five hundred dollars (\$500). However, the city court does not have jurisdiction in actions for slander, libel, foreclosure of mortgage on real estate, where the title to real estate is in issue, matters relating to a decedent's estate, appointment of guardians, and all related matters, and actions in equity. [IC 33-35-2-4]

TITLE TO LAND DETERMINATION

If in a proceeding in a city court the title to land is put in issue by plea supported by affidavit, or manifestly appears from the proof on trial to be in issue, the court shall, without further proceeding, certify the cause and papers to the circuit or other court having jurisdiction in the county where the case is being tried. However, if the title to land is put in issue by affidavit or verified pleading, the court shall at once hear and determine whether title is in issue, and, if the proof supports the issue, then the cause shall be certified for final determination, including the issue of title. [IC 33-35-2-7]

TOWN COURT JURISDICTION

A town court has exclusive jurisdiction of all violations of the ordinances of the town.

A town court also has jurisdiction of all misdemeanors and all infractions.

If the town that established the town court has entered into an interlocal agreement described in IC 33-35-1-6, the town court has jurisdiction of all other ordinance violations described in the interlocal agreement. [IC 33-35-2-8]

SEAL FOR CITY OR TOWN COURT

The town court judge or city court judge shall provide, at the expense of the town or city, a seal for the court that must contain on the face the words: "(Town or City) Court of _____, Indiana." A description of the seal, together with an impress of it, shall be put on the records of the court. [IC 33-35-2-2]

ELECTION OF CITY AND TOWN COURT JUDGES

Indiana Code 33-35-1-3 states:

- a) The judge of a city or town court shall be elected under IC 3-10-6 or IC 3-10-7 by the voters of the city or town.
- b) Except as provided in subsections (c), (d), and (e), the term of office of a judge elected under this section is four (4) years, beginning at noon January 1 after election and continuing until a successor is elected and qualified.
- c) This subsection applies to a town that adopts an ordinance under IC 3-10-6-2.6. The term of office of:
 1. a judge elected at the next municipal election not conducted in a general election year is one (1) year; and
 2. the successors to the judge described in subdivision (1) is four (4) years; beginning at noon January 1 after election and continuing until a successor is elected and qualified.
- d) This subsection applies to a town that adopts an ordinance under IC 3-10-7-2.7. The term of office of:
 1. a judge elected at the next municipal election not conducted in a general election year is three (3) years; and
 2. the successors to the judge described in subdivision (1) is four (4) years; beginning noon January 1 after election and continuing until a successor is elected and qualified.

e) This subsection applies to a town that adopts an ordinance under IC 3-10-7-2.9. The term of office of:

1. a judge elected in the first election cycle after adoption of the ordinance is the term of office provided by the ordinance, not to exceed four (4) years; and
2. the successors of the judge described in subdivision (1) is four (4) years.

f) Before beginning the duties of office, the judge shall, in the manner prescribed by IC 5-4-1, execute a bond conditioned upon the faithful discharge of the duties of office.

OFFICIAL BOND

Before beginning the duties of office, the judge shall, in the manner prescribed by IC 5-4-1, execute a bond conditioned upon the faithful discharge of the duties of the judge's office. [IC 33-35-1-3]

NOTE: All employees who handle cash should be covered by some type of bond or crime insurance policy.

RESIDENCY – CITY COURT JUDGES

To be eligible to hold the office of city court judge, as provided by Article 6, Section 6, of the Constitution of the State of Indiana, the judge must be a resident of the city during the term of office or the office becomes vacant. [IC 33-35-1-4]

OATH OF OFFICE - BOND - TOWN COURTS

Before beginning the duties of office, the judge of a town court shall take and subscribe to the same oath of office as judges of circuit courts. The judge shall also execute a bond payable to the town in the penal sum of five thousand dollars (\$5,000), conditioned upon the faithful performance of the duties of the judge's office with good and sufficient surety. The bond must be approved by the legislative body of the town and filed in the office of the town clerk-treasurer. [IC 33-35-1-5]

LOCATION OF COURT

A city court judge shall hold regular sessions of the city court at a place to be provided and designated by the legislative body of the city.

A town court judge shall hold sessions of the town court as the business of the court demands at a place to be provided and designated by the legislative body of the town. [IC 33-35-4-1]

COMPENSATION - JUDGES

A city court judge may not receive any fees or compensation other than the judge's salary, as established by the city fiscal body.

A city court judge of each of the three (3) cities having the largest populations in a county having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) is entitled to receive, for additional services that IC 33-35 requires to be performed, three thousand five hundred dollars (\$3,500) per year in addition to the salary otherwise provided. The fiscal body of the city shall appropriate the money necessary to pay the additional compensation.

A town court judge is entitled to receive the compensation that is prescribed by the fiscal body of the town.

A city court judge is entitled to receive compensation that is prescribed by the fiscal body of the city. [IC 33-35-4-2]

PERSONNEL, EXPENSES AND COSTS

Officers of City and Town Courts

The officers of a city court are a judge, a clerk, and a bailiff. However, in third class cities, the judge may act as clerk and perform all duties of the clerk of the court or appoint a clerk of the court. If the judge does not act as clerk of the court or appoint a clerk of the court, the city clerk-treasurer elected under IC 3-10-6 shall perform the duties of the clerk of the city court. The clerk is an officer of the town court. The judge of a town court may act as clerk and perform all the duties of the clerk of the court or appoint a clerk of the court. If the judge does not act as a clerk of the court or appoint a clerk of the court, the town clerk-treasurer elected under IC 3-10-6 or IC 3-10-7 shall perform the duties of the clerk of the town court. The clerk and bailiff may not receive any fees or compensation other than their salaries. [IC 33-35-3-1]

Duties of Court Clerk

In second class cities, the city clerk is the clerk of the city court. The city clerk of a third class city is the clerk of the city court if the judge does not serve as clerk or appoint a clerk under IC 33-35-3-1. A city clerk of a second or third class city or an appointed clerk in a third class city who serves as clerk of the city court shall give bond. The clerk may administer oaths. The clerk of a city or town court shall:

1. Issue all process of the court, affix the seal of the court to the process, and attest to the process;
2. Keep a complete record and docket of all cases, showing: the name of a person who was arrested and brought before the court; the disposition of the case; and an account of the fees, fines, penalties, forfeitures, judgments, executions, decrees, and orders in as near the same manner as the records are kept by the clerk of the circuit court; and
3. Collect all fees, fines, penalties and forfeitures, judgments, executions, and money accruing to the city or town from the enforcement of ordinances.

At the close of each week, the clerk shall make out and deliver to the city controller of a second class city, clerk-treasurer of a third class city or clerk-treasurer of a town a written report of all cases in which the clerk has received or collected any fines or forfeitures due the city or town. The clerk shall then pay over the money to the controller or clerk-treasurer and take a receipt for the payment. At the end of each month the clerk shall make out and deliver to the county treasurer of the county in which the city or town is located a written report of all cases in which the clerk has received or collected any fines or forfeitures due the state during the month and then pay to the county treasurer all fines or forfeitures collected, taking a receipt for the payment. In those cities where the county treasurer rather than the city controller receives city money for deposit, the clerk shall report and deliver the money to the county treasurer.

The clerk shall deposit all court costs collected by the clerk in accordance with IC 33-37-7-12. The clerk shall distribute the state and county share of court costs collected in accordance with IC 33-37-7-8. [IC 33-35-3-2]

City Court Bailiff

The bailiff of a city court must be a police officer of the city assigned to the court by the chief of police, under direction of the board of public safety. However, the judge of the city court may appoint another person to serve as bailiff. The bailiff shall give bond payable to the city in the penal sum of one thousand dollars (\$1,000), with surety to be approved by the mayor, conditioned on the faithful and honest discharge of the bailiff's duties. The bond shall be filed in the office of the controller or clerk-treasurer. The bailiff:

1. Shall be present at the sessions of the court, maintaining order and performing all other duties subject to the order of the court;
2. Shall take charge of all executions issued by the court and see to the collection of them;
3. Shall keep, in books to be furnished by the controller or clerk-treasurer, an accurate account and docket of all executions that come into the bailiff's hands, showing the names of the defendants, date and number of the execution, amount of fines, fees, or penalties imposed, and the disposition of the execution; and
4. Shall make out and deliver a written report to the clerk of the court, or to the judge acting as clerk, on Tuesday of each week, showing all money collected by the bailiff during the previous week, giving the names of the defendants, number of executions, amount of fines, fees, or penalties collected, and then pay the money to the clerk, or judge acting as clerk, taking a receipt for the payment.

The salary of the bailiff of the court shall be fixed as salaries of other police officers are fixed.

The bailiff of a city court of the three (3) cities having the largest populations in a county having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) shall be appointed by the judge of the court. The bailiff shall serve and execute all processes issued by the court and is entitled to receive a salary fixed by the common council of the city. In addition, the bailiff may collect a fee from the defendant for the bailiff's own use on all execution sales of property under an execution or attachment as follows:

1. On the first fifty dollars (\$50), ten percent (10%).
2. Between fifty dollars (\$50) and three hundred dollars (\$300), five percent (5%).
3. On all sums over three hundred dollars (\$300), three percent (3%).
4. Any additional sum necessarily expended by the bailiff in collecting the judgment.

A bailiff may use the bailiff's private vehicle in the performance of the bailiff's duties and is entitled to receive a sum for mileage equal to the sum paid per mile to state officers and employees. The payment to the bailiff is subject to the approval of the judge. The judge shall include in the budget for the court sufficient money to provide for the anticipated claims of the bailiff. The common council shall make annual appropriations that are necessary to carry out IC 33-35-3-3(e). [IC 33-35-3-3]

Service of Process - Town Court

The town marshal or a deputy marshal shall serve all process issuing from the town court. [IC 33-35-3-4]

City Court Referee

The common council of a city having a city court may create the position of city court referee to assist the city court judge in the administration of the judge's duties and the disposition of those matters pending in the court. The common council may authorize more than one (1) referee. After authorization is granted, the judge shall appoint one or more referees. The referee or referees serve at the pleasure of the judge.

A referee shall take the same oath of office as provided for the judge and must have the same qualifications for office as required for the judge. A referee may administer oaths in the performance of the referee's duties and use the seal of the court. In all cases coming before the referee, the referee shall comply with the requirements of procedure provided for the hearing of cases by the court. The referee shall make a return of the referee's findings and recommendations in writing to the court, which shall proceed to enter the order, judgment, or decree that it considers proper.

The salary of a referee shall be fixed by the judge subject to the approval of the common council of the city. The common council shall appropriate sufficient money to pay the referee. [IC 33-35-3-5]

Prosecution of Violations of Statutes and Ordinances

The prosecuting attorney of the judicial circuit in which the city is located shall prosecute all cases in a city court for violation of statutes. The city attorney shall prosecute all cases of violations of the ordinances of the city. [IC 33-35-3-6]

Forms and Records - Judge to Provide

A judge of a city or town court shall provide, at the expense of the city or town, all books, dockets, papers, and printed blanks necessary for the discharge of the duties of the court. [IC 33-35-3-7]

Court Costs in Lake County

A clerk of a city court in a county having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) shall deposit all court costs collected by the clerk in accordance with IC 33-37-7-12. The fees received by the controller from the clerk shall be paid into the city treasury at the time of the semiannual settlement for city revenue.

If the party instituting an action or proceeding recovers judgment, the judgment must also include as costs an amount equal to the small claims costs fee, the small claims garnishee service fee and the small claims service fee prescribed under IC 33-37-4-6.

Money paid in advance for costs remaining unexpended at the time an action or proceeding is terminated, whether by reason of dismissal or otherwise, shall be returned to the party or parties making payment. However, this does not apply to civil actions or proceedings instituted by or on behalf of the state or any of the state's political subdivisions. [IC 33-35-3-9]

RECORDS, PROCEDURES AND PRACTICE

Court Rules, Change of Venue, Issuance of Warrants

City courts are governed by the laws and rules governing the practice, pleading, and processes in circuit courts. [IC 33-35-5-1]

A change of venue may not be taken from a city or town court, but any defendant may take a change of venue from the judge of the court, with a special judge appointed as provided for the circuit court. [IC 33-35-5-2]

All warrants or other processes issued by the city court shall be directed to the chief of police of the city or any person specially deputized by the city court and shall be executed, served, and returned by the chief, by any police officer of the city, or by the specially deputized person. The members of the police force of the city shall cause all persons arrested by them for a violation of any law to be taken before the city court for trial or examination. [IC 33-35-5-3]

East Chicago, Gary, and Hammond Courts - Civil Records

City courts of the three (3) cities having the largest populations in counties having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) shall keep the following books of record on the civil side of the court:

1. A loose-leaf minute book, similar to that kept by the circuit court, each case to be numbered consecutively in order of its filing.
2. Index and cross-index book, containing the names of all parties to each action with the number of the case opposite the name.
3. A fee book as is provided for city courts.
4. An order book in which all orders of a cause shall be written consecutively when final judgment or order is entered.

The case should bear the same number as originally given the case when filed and shall be arranged in the order book consecutively according to the original number given the case when filed. All orders, proceedings, records of issuing execution, returns of execution, and satisfactions of execution shall be grouped together, if practical, on one (1) page or consecutive pages where there is not sufficient room to group it on one (1) page. All costs in a cause shall be taxed on the margin of the page containing the final order or judgment. All orders not connected with a specific case, such as general appointments made by the judge, shall be entered in the minute book under a separate number and recorded in the record book under that case number. [IC 33-35-5-4]

Trial by Judge or Jury

All issues of fact pending in city courts shall be tried by the judge, unless either party demands a jury trial. The jury must consist of six (6) qualified voters of the city, to be summoned by the bailiff by venire issued by the judge. [IC 33-35-5-5]

Style of City or Town Court

The style of the city or town court is "The (City or Town) Court of _____," according to the name of the city or town. [IC 33-35-5-6]

Attorney Status - Judges of Certain Courts

A city court is not a court of record.

A town court is not a court of record.

Except as provided in IC 33-35-5-7.5, a person selected as judge of a city court or town court must be an attorney in good standing admitted to the practice of law in Indiana [IC 33-35-5-7]

EFFECT OF ORDERS OF CITY AND TOWN COURTS

All judgments, decrees, orders, and proceedings of city and town courts have the same force as those of the circuit court. A judgment becomes a lien on real estate when a transcript of the judgment is filed with the clerk of the circuit court.

All orders of sale and executions affecting real estate from the city court of the three (3) cities having the largest populations in a county having a population of more than four hundred thousand (400,000) but less than seven hundred thousand (700,000) shall be issued by the clerk of the circuit court to the sheriff upon filing of a certified copy of the judgment. When the copy is filed, the court rendering the judgment has no further jurisdiction of the case except to furnish a transcript for appeal. The life of a lien may be continued in force when the action is started in the city court, as though the action were filed in the circuit court, by filing with the clerk of the circuit court a certificate, certified to by the judge of the city court and containing:

1. the names of the parties to the suit;
2. the nature of the action;
3. the description of the property affected; and
4. the amount in controversy.

The judge shall enter minutes on the docket showing the issuing of the certificates. [IC 33-35-5-8]

APPEAL FROM CITY COURT AND TOWN COURT

An appeal from a judgment of a city court may be taken to the circuit or superior court of the county and tried de novo.

An appeal from a judgment of a town court may be taken to the superior or circuit court of the county within thirty (30) days from the rendition of the judgment. [IC 33-35-5-9]

NOTE: TRIAL DE NOVO RULES 1, 2, and 3 require city and town courts receiving such appeals to vacate judgments within 15 days of the entry of the judgment. All court costs collected by a city or town court in a trial de novo case shall be retained. Any judgments or fines collected shall be sent to the clerk of the circuit court.

APPEAL BY PRISONER

A prisoner against whom punishment is adjudged by a city court may appeal to the circuit court of the county, within thirty (30) days after the judgment. If the prisoner, within the thirty (30) days, enters into recognizance for his appearance in court and causes to be filed in the court, within forty-five (45) days, all other papers, documents, and transcripts necessary to complete his appeal, then the appeal stays all further proceedings on the judgment in the court below. However, the prisoner may remain in jail on the prisoner's sentence instead of furnishing a recognizance and an appeal without recognizance does not stay the execution of the court below. [IC 33-35-5-9]

APPEAL IN CIVIL ACTION - BOND - CHANGE OF VENUE – EAST CHICAGO, GARY AND HAMMOND

A party in a civil action who desires to take an appeal from the city court of a second-class city in a county having three (3) or more second-class cities shall file a bond, to the approval of the city court, within thirty (30) days from the date of rendition of final judgment, and the motion to correct errors within ten (10) days after the rendition of final judgment. The transcript and motion shall be filed in the court to which the

appeal is taken within thirty (30) days after the motion has been signed by the court.

All errors saved shall be reviewed as far as justice warrants, and for that purpose, a complete transcript of all the evidence is not required. An error occurring during the trial, not excepted to at the time, may be made available upon appeal by setting it forth in a motion for a new trial. Upon application within the time fixed, either of the parties to the suit may obtain either a correct statement, to be prepared by the party requesting the signing of the same, of the facts in a narrative form appearing on the trial and of all questions of law involved in the case and the decisions of the court upon the questions of law, or a correct stenographic report, and the expense of procuring the correct statement or correct stenographic report shall be paid by the party requesting the correct statement or correct stenographic report.

The appeal shall be submitted upon the date filed in the court to which the appeal is taken, shall be advanced upon the docket of that court, and shall be as determined at the earliest practical date, without any extension of time for filing of briefs, but the court to which an appeal is taken may, on application, hear oral arguments.

If judgment is affirmed on appeal, it may be increased by ten percent (10%), in addition to any interest that may be allowed, if the appeal is found to be frivolous.

A change of venue may be taken from the judge to whom the case is appealed as provided by law for taking changes of venue from the judge of the circuit court.

The court to which an appeal is taken shall render its opinion in abbreviated form by simply citing the controlling authorities in the case, unless it appears that some new question of practice, procedure, or law is involved that would warrant a more extensive opinion. [IC 33-35-5-10]

UNCLAIMED MONEY OVER FIVE YEARS OLD

All items that can be legally disbursed should be paid immediately to the person or persons entitled thereto. All fees and funds five or more years old, including old outstanding checks, should be scheduled on forms provided by the Attorney General and paid over to the Attorney General as required by IC 32-34-1-20(c). Items should not be allowed to accumulate beyond the five year anniversary date.

DEPOSIT OF FUNDS

All funds collected by a city or town court shall be deposited not later than the business day following the day the funds exceed \$500 in depositories selected by the city or town as provided in an ordinance adopted by the city or town and approved as depositories of state funds. [IC 5-13-6-1]

All funds shall be deposited in the same form in which they were received.

MONTHLY RECONCILEMENTS

Financial records of a city or town court shall be reconciled with the balance statements provided by the respective depository (or depositories) at least monthly. [IC 5-13-6-1]

OPTICAL IMAGES OF CHECKS

IC 5-15-6-3(a) authorizes financial institutions to provide optical images of checks in lieu of the actual canceled checks. However, IC 26-2-8-111(e) requires such optical images to contain the information on both the front and back of the checks.

ORDINANCE VIOLATIONS COSTS – WHEN DEFENDANT IS NOT LIABLE

The defendant is not liable for any ordinance violation costs fee in an action in which:

1. The defendant was charged with an ordinance violation subject to IC 33-36;
2. The defendant denied the violation under IC 33-36-3;
3. Proceedings in court against the defendant were initiated under IC 34-28-5 (or IC 34-4-32 before its repeal); and
4. The defendant was tried and the court entered judgment for the defendant for the violation. [IC 33-37-4-2]

Such cases should be designated as Case Class Code OE.

OLD OUTSTANDING CHECKS NOT RETURNED

In order to eliminate old outstanding checks from the records, the court should perform the following:

1. Issue a formal stop payment order to the bank upon which each check is drawn.
2. Enter the amount of each check as a receipt in the cash book. Post the respective amounts to the trust column of the cash book and enter each amount in the name of the payee in the register of trust funds.
3. Since the checks have never cleared the bank, the amount is still on deposit. Therefore, when all such checks are charged to the records and reinstated in the trust register, the original check number will be eliminated as outstanding in the next reconciliation with the bank.
4. If, at the time such checks are restored to the records, the original dates indicate the checks have been outstanding for five or more years, they should be paid over to the Attorney General immediately. The original date should be shown in the register of trust funds. If the checks are not five years old they should be held until the five year period has elapsed.

The entry in the cash book should be:

"Old Outstanding Check No. _____ issued _____ Date _____, to _____ (Name) _____," and extend the amounts to the total and trust fund columns.

Since outstanding checks of the court are not included within the meaning of IC 5-11-10.5, city and town courts are to follow the preceding steps in handling old outstanding checks.

City and town courts are required to report these items to the Attorney General annually online. For information on reporting online, please visit the Attorney General's website at www.in.gov/attorneygeneral.

PETTY CASH FUND

As provided by IC 36-1-8-3, the fiscal body of a political subdivision may establish a petty cash fund for the purpose of paying small or emergency items of operating expense. A receipt shall be taken for each and every expenditure from such fund and an accounts payable voucher shall be filed by the custodian of the fund, to reimburse such fund for expenditures so made. No reimbursement shall be made unless there is attached to the accounts payable voucher receipts totaling the amount so claimed. Such reimbursement

shall be approved, allowed and paid in the same manner as other accounts payable vouchers. The amount of the fund shall be established by the fiscal body of the political subdivision.

CASH CHANGE FUND

The establishment of a cash change fund is recommended for each department of a city or town collecting licenses, fees, utility service charges or any other cash revenues. The authority for such fund is IC 36-1-8-2. The fiscal body of the political subdivision must authorize the establishment of the cash change fund.

An accounts payable voucher should be filed by the officer or employee who is charged with the duty of collecting the cash revenues for the amount deemed necessary for presentation to the proper board. The amount of the fund must be established by the fiscal body. The accounts payable voucher should contain a statement regarding the necessity for such fund together with the statutory reference authorizing its establishment.

CORRECTION OF ERRORS

Receipt and disbursement corrections or other errors should be corrected by memorandum entry with the issuance of a check and receipt to document the flow of the transactions.

CONDITION OF RECORDS

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund.

INVESTMENT OF COSTS AND FEES DUE STATE

The State's portion of court costs, along with the State fees which are sent directly to the Auditor of State, may be invested by the Court Clerk while awaiting transmittal to the State. Such investments would be limited to those permitted under IC 5-13-9.

The interest earned should be receipted to the city or town general fund. Since the city or town court budget is a department within the general fund budget, it is possible that (with common council or town council approval) the interest income generated could be taken into consideration when reviewing the court's requirements during the annual budget process.

REFUNDS, NSF CHECKS, PARTIAL PAYMENTS

Each court should establish written guidelines on how to handle refunds and NSF checks. Such policy should also address whether the court will accept partial payments of the court costs, fines, and fees which are due.

AUDIT COSTS

Audit costs incurred because of theft and shortage may be the personal obligation of the responsible official or employee.

Audit costs or other costs incurred because of poor records, nonexistent records or other

inadequate bookkeeping practices may be the personal obligation of the responsible official or employee of the governmental unit.

Any outside audit costs paid, not authorized by statute, may be considered a duplication of service and an unnecessary expense. These payments may be the personal obligation of the responsible official or employee.

INTERNAL CONTROLS

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making.

For more information on the establishment of internal controls, please see the Uniform Internal Control Standards for Indiana Political Subdivisions on the State Board of Accounts website.

All employees meeting the definition of "personnel" in IC 5-11-1-27 must be trained on internal controls by watching the State Board of Accounts approved training video located on the State Board of Accounts website. This training should be documented using the Certification Form provided with the video. The State Board of Accounts website is www.in.gov/sboa.

MALFEASANCE, MISFEASANCE OR NONFEASANCE

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance or nonfeasance in the office of any officer or employee may be the personal obligation of the responsible officer or employee.

BAIL BONDS AND BAIL PROCEDURES

Indiana Code 35-33-8-3.2 provides a court may admit a defendant to bail and impose certain conditions to assure the defendant's appearance at any stage of the legal proceedings, or, upon a showing of a clear and convincing evidence that the defendant poses a risk of physical danger to another person or the community, to assure the public's physical safety.

For specific bail bonding procedures, please refer to IC 35-33-8-3.2.

CLERK'S RECORD PERPETUATION FUND

Each Clerk of a City or Town Court shall establish a Clerk's Record Perpetuation Fund. The Clerk shall deposit in the fund all: (1) revenue received by the Clerk for the transmitting of documents by facsimile machine to a person under IC 5-14-3; and (2) document storage fees required under IC 33-37-5-20.

Such fees are to be remitted by the Court to the City or Town fiscal officer at the end of each month.

The Clerk of a City or Town Court may use the money in the fund for the preservation of records,

the improvement of record keeping systems and equipment, and the case management system. The fund would require appropriation. [IC 33-37-5-2]

ORDINANCE VIOLATIONS – INTERLOCAL AGREEMENT WITH OTHER CITIES OR TOWNS TO HEAR AND DISPOSE OF CASES

A city or town that has not established a court may enter into an interlocal agreement under IC 36-1-7 with a city or town that (1) has established a court; and (2) is located in the same judicial circuit as the city or town that has not established a court; to hear and dispose of ordinance violations that would otherwise come under the jurisdiction of a court established by the city or town. The sums collected by violations clerk that involve the city or town that has not established a court shall be accounted for and paid as provided in the interlocal agreement. [IC 33-36-2-4]

DRIVER IMPROVEMENT COURSES

If a person has been found to have committed a traffic offense, the court may do the following:

1. Require the person to attend and satisfactorily complete a driver improvement course that has been approved by the court and the bureau or by the bureau.
2. Place the person on probation for up to one (1) year.
3. Suspend the person's driver's license for up to thirty (30) days.

A driver improvement course may be financed by assessing a reasonable charge as determined by the course provider and approved by the Bureau of Motor Vehicles. [IC 9-30-3-16]

RECORD RETENTION

IC 5-15-6-3 states that no financial records may be destroyed before three (3) years elapse after the date when the records were originally filed. No financial records may be destroyed until an audit by the State Board of Accounts has been completed, report filed, and any exceptions set out in the report are satisfied. Consult the record retention schedules published by the Indiana Archive and Records Administration (IARA) before destroying any records at www.in.gov/iara.

When destroying records that are not permanent, a court must submit documentation of the destruction to the County Commission on Public Records and the IARA. The court should also notify any active genealogical societies and historical societies located in the county before destruction.

ADULT PROBATION

Whenever it places a person on probation, the court shall:

1. specify in the record the conditions of the probation; and
2. advise the person that if the person violates a condition of probation during the probationary period, a petition to revoke probation may be filed before the earlier of the following:
 - A. One (1) year after the termination of probation.
 - B. Forty-five (45) days after the state receives notice of the violation.

In addition, if the person was convicted of a felony and is placed on probation, the court shall order the person to pay to the probation department the user's fee prescribed under IC 35-38-2-1(c). If the person was convicted of a misdemeanor, the court may order the person to pay the user's fee prescribed under IC 35-38-2-1(d). The court may:

1. modify the conditions (except a fee payment may only be modified as provided in IC 35-38-2-1.7(b)); or
2. terminate the probation;

at any time. If the person commits an additional crime, the court may revoke the probation.

If a clerk of a court collects a probation user's fee, the clerk:

1. may keep not more than three percent (3%) of the fee to defray the administration costs of collecting the fee and shall deposit any fee kept under this subsection in the clerk's record perpetuation fund established under IC 33-37-5-2; and
2. if requested to do so by the county auditor, city fiscal officer, or town fiscal officer under clause (A), (B), or (C), transfer not more than three percent (3%) of the fee to the:
 - A. county auditor, who shall deposit the money transferred under this subdivision into the county general fund;
 - B. city general fund when requested by the city fiscal officer; or
 - C. town general fund when requested by the town fiscal officer.

In addition to any other conditions of probation, the court shall order each person convicted of a felony to pay:

1. not less than twenty-five dollars (\$25) nor more than one hundred dollars (\$100) as an initial probation user's fee;
2. a monthly probation user's fee of not less than fifteen dollars (\$15) nor more than thirty dollars (\$30) for each month that the person remains on probation;
3. the costs of the laboratory test or series of tests to detect and confirm the presence of the human immunodeficiency virus (HIV) antigen or antibodies to the human immunodeficiency virus (HIV) if such tests are required by the court under IC 35-38-2-2.3;
4. an administrative fee of one hundred dollars (\$100);

to either the probation department or the clerk.

In addition to any other conditions of probation, the court may order each person convicted of a misdemeanor to pay:

1. not more than fifty dollars (\$50) initial probation user's fee;
2. a monthly probation user's fee of not less than ten dollars (\$10) nor more than twenty dollars (\$20) for each month that the person remains on probation;
3. the costs of the laboratory test or series of tests to detect and confirm the presence of the human immunodeficiency virus (HIV) antigen or antibodies to the human immunodeficiency virus (HIV) if such tests are required by the court under IC 35-38-2-2.3; and

4. an administrative fee of fifty dollars (\$50);

to either the probation department or the clerk.

The probation department or clerk shall collect the administrative fee under subsection (4) before collecting any other fee. All money collected by the probation department or the clerk of a city or town court under this section shall be transferred to the fiscal officer of the city or town for deposit into the local supplemental adult probation services fund. The fiscal body of the city or town shall appropriate money from the local supplemental adult probation services fund to the city or town court of the city or town for the court's use in providing probation services to adults or for the court's use for other purposes as may be appropriated by the fiscal body. Money may be appropriated only to those city or town courts that have an adult probation services program. If a city or town court does not have such a program, the money collected by the probation department must be transferred to the county treasurer.

The local supplemental adult probation services fund may be used only to supplement probation services and to supplement salaries for probation officers. A supplemental probation services fund may not be used to replace other funding of probation services. Any money remaining in the fund at the end of the year does not revert to any other fund but continues in the local supplemental adult probation services fund.

A person placed on probation for more than one (1) crime:

1. may be required to pay more than one (1) initial probation user's fee; and
2. may not be required to pay more than one (1) monthly probation user's fee per month;

to the probation department or the clerk.

In a city or town located in Elkhart County, any money remaining in the local supplemental adult probation services fund at the end of the local fiscal year may be appropriated by the city or town fiscal body to the city or town court for use by the court for purposes determined by the fiscal body.

In addition to other methods of payment allowed by law, a probation department may accept payment of fees by credit card (as defined in IC 14-11-1-7). The liability for payment is not discharged until the probation department receives payment or credit from the institution responsible for making the payment or credit.

The probation department may contract with a bank or credit card vendor for acceptance of bank or credit cards. However, if there is a vendor transaction charge or discount fee, whether billed to the probation department or charged directly to the probation department's account, the probation department may collect a credit card service fee from the person using the bank or credit card. The fee collected is a permitted additional charge to the money the probation department is required to collect.

The probation department shall forward the credit card service fees collected to the city or town fiscal officer. These funds may be used without appropriation to pay the transaction charge or discount fee charged by the bank or credit card vendor. [IC 35-38-2-1]

A person may pay a monthly probation user's fee under IC 35-38-2-1 or IC 35-38-2-1.5 before the date the payment is required to be made without obtaining the prior approval of a court or a probation department. However, if the person is discharged from probation before the date the person was scheduled to be released from probation, any monthly probation user's fee paid in advance by the person may not be refunded.

A probation department may petition a court to:

1. impose a probation user's fee on a person; or

2. increase a person's probation user's fee;

if the financial ability of the person to pay a probation user's fee changes while the person is on probation.

An order to pay a probation user's fee under section 1 or 1.5 of this chapter:

1. is a judgment lien that:
 - A. attaches to the property of the person subject to the order;
 - B. may be perfected;
 - C. may be enforced to satisfy any payment that is delinquent; and
 - D. expires;in the same manner as a judgment lien created in a civil proceeding;
2. is not discharged by the completion of the person's probationary period or other sentence imposed on the person; and
3. is not discharged by the liquidation of a person's estate by a receiver under IC 32-30-5.

If a court orders a person to pay a probation user's fee, the court may garnish the wages, salary, and other income earned by the person to enforce the order. [IC 35-38-2-1.7]

GOLF CART INFRACTIONS

IC 9-21-8-57 states that a golf cart may not be operated on a highway except in accordance with an ordinance adopted under IC 9-21-1-3(a)(14) or IC 9-21-1-3.3(a) authorizing the use of a golf cart on the highway.

IC 9-21-1-3.3 states that a fine assessed for violations of such ordinances shall be deposited in the city or town's general fund and that a person who violates such ordinance commits a Class C infraction.