

Review of Hand Receipts

Procedures:

Responsibility Action

Appellate/District/Juvenile Courts External Reviewer/designee

1. Review the hand receipt book(s) assigned to each clerk semiannually. Determine if:
 - A. The clerk secures the assigned hand receipt book when not in use. Exception: the hand receipt book placed in the COOP locked device, although assigned to the Court Executive or designee, may be accessible by others for emergency purposes.
 - B. Any hand receipts in the book are missing or have been skipped.
 - C. Report any missing receipts to the Clerk of Court. If needed, the Clerk of Court will inform the AOC and take appropriate action depending on the reason for the missing receipt.
 - D. Any payments (cash, check, money order) are attached to a hand receipt. Determine "why" the payment has not been receipted on the case. If the hand receipt payment has been held three business days, then the payment should be receipted on the computer and deposited or returned to the payer.
 - E. The hand receipts that were issued (pink copies) were completed per the procedures.
 - F. The reviewer shall record the date that the books are reviewed on the hand receipt book or separate form/log. Document any issues or discrepancies, if necessary.

Annual Review: (Or as often as books are obtained from AOC)

1. Identify the hand receipt books distributed by AOC Finance to Court since the last review. AOC Finance can supply the information to the employee conducting the review from the AOC Hand Receipt Book Distribution Log. In addition, locate all the hand receipt books that have not been assigned or completed (inventory).

- A. Compare the AOC Finance Hand Receipt Distribution records to the Hand Receipt Custodian's Log to verify that all the books were received and entered on the Custodian's Log.
 - B. Make a copy of the new entries on the Custodian's Hand Receipt Log and determine if the hand receipt book(s) are:
 1. Inventory;
 2. Assigned; or
 3. Completed.
 - C. Research and resolve any problems identified.
 - D. Sign and date the copy of the Hand Receipt Log to document the review.
2. Once a hand receipt book status is "completed," the reviewer does not need to continue tracking the book. The completed hand receipt books should be retained by the Hand Receipt Custodian for 4 years from the date of the last issued hand receipt as per the Court's Record Retention Schedule. See 01-01 Records Retention Section.