

DAILY MAIL LOG

Court: _____

Date Payments Received: _____

Column A =

Column B

+

Column C

Case/Citation #	Case Name/Payer's Name	Payment Type	Check/MO Number	Amount(s) Received by Mail	Amount(s) Forwarded ¹	Payment Forwarded to:	Amount(s) Received on Computer	Computer Receipt No.
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
				\$	\$		\$	
TOTAL				\$	\$ =	+	\$	

Prepared By: _____

Reconciled By: _____

Witnessed By: _____