



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 10.01, Revenue Collection and Distribution

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

A change was made to add the Uniform Civil Fee (UCF) revenue collection and reporting process in existence since the inception of the Standard Fee Schedule Act of 2005 (Act).

Significant Revisions

1. Sections 6.5, 6.8, 6.11, 6.13 were added to include the UCF revenue collection and reporting process in existence since inception of the Act. The following is a list of the purpose of each addition:
 - a) Section 6.5: Describes the UCF Depository bank accounts established in 2005 for the deposit of UCF, in addition to Distribution bank accounts which may be used, with the county's prior approval, for the deposit of money required to be deposited to the county;
 - b) Section 6.8: The required bank deposit frequency for UCF collections to be deposited to a UCF depository or Distribution bank account;
 - c) Section 6.11: Generally describes the monthly distribution process performed, including due dates, once the courts' monthly UCF collection reporting is received, and the investment of UCF cash balances; and
 - d) Section 6.13: Describes the courts' required monthly reporting of UCF collections, and provides references to instructions to assist the courts in submitting their monthly UCF reporting.