

RULES FOR MUNICIPAL COURTS — ADMINISTRATIVE RULES

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Rule 1. Department of Audit supervision.

(a) *System of accounting and auditing.* — The Legislature has provided that the Department of Audit shall establish, supervise, and as necessary from time to time, modify a system of accounting and auditing for municipal courts in order to furnish a proper and uniform accounting of all money received and disbursed by them (W.S. §§ 5-4-216, 5-4-219 and 9-2-410). To accomplish this mandate, these rules set out procedures, approved by the Director of the Department of Audit, for municipal courts.

(b) *Definition.* — When used in this rule the word “justice” shall mean “municipal judge”.

(Added November 20, 1974, effective January 1, 1975; amended June 30, 2000, effective July 1, 2000; amended December 2, 2002, effective January 6, 2003.)

Rule 2. Department of Audit requirements.

(a) *Dockets.* — Rules 3 and 3.1 W.R.Cr.P., require each civil and criminal proceeding, including proceedings when citations have issued, to be entered on justice dockets. Docket books and records shall be uniform in format as established by the computer system approved by the Director of the Department of Audit and the Wyoming Supreme Court.

(b) *Cash receipts.* — A cash receipt must be issued by each court for all moneys paid to the court. Each receipt will be in triplicate and prenumbered in numerical sequence by the computer software program used for receipt generation. The original receipt shall be issued to the payer of money received by the justice in payment of fines, fees, costs, bail forfeitures, bail bonds, garnishments, attachments, judgments and other official business. The duplicate copy shall be filed with the city treasurer when the money is deposited in the city treasury. The triplicate copy shall be retained by the justice. The docket number must be shown on each cash receipt issued. The cash receipt number will be entered in the docket. If the computer system is not functional, a hand written receipt will be prepared. Later entry to the computer system will conform to procedures established by the Wyoming Supreme Court.

(c) *Deposits.* —

(1) All money received by each justice, in his official capacity, shall be kept separate and not commingled with his personal funds. To that end each justice will open a special account labeled “special criminal account” in an officially designated bank in which all money received in a criminal case will be deposited daily. The cash receipt numbers will be shown on the deposit slip. The cash receipts and the total deposited must balance. In the event the justice remits such money to the city treasurer on a daily basis, such sums need not be deposited in a bank, but the cash receipt numbers shall be shown on the treasurer’s receipt which the justice obtains. In turn, the treasurer’s receipt number shall be entered in the respective dockets.

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