

Helpful Hints: Reporting Requirements

| What Gets Reported? | Who Gets These Reports? | What Gets Reported to These Agencies? | When Do These Get Reported? | Why is it Important? |
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| <p>Criminal History - 43.506, 577.010-577.023, RSMo Municipal Clerk Manual: 1.4 - Reporting Requirements 3.3 - Criminal History Disposition Reporting</p> | <p>Criminal Justice Information Services (CJIS) Division Missouri State Highway Patrol (MSHP) PO Box 9500 Jefferson City, MO 65102 *Do NOT send criminal history reporting to MO Department of Revenue</p> | <p>Criminal History to the MSHP - Offense Cycle Number or OCN (Finger Print Card) including all filings; amended filings; all dispositions (including not guilty, dismissed and SIS) and probation revocations.</p> | <p>Criminal History OCNs are to be submitted without undue delay or within 30 days of filing or disposition. (Automatically reported with JIS/SMC courts)</p> | <p>OCNs detail people's criminal histories. These reports are public records used to check the backgrounds of people seeking such things as employment, housing, travel visas and security clearances. Law enforcement officers use criminal reports when conducting investigations. The judicial system uses them when considering criminal prosecutions. Criminal history can also identify sex offenders and repeat DWI offenders.</p> |
| <p>Records of Conviction - 302.225, 302.592, RSMo Municipal Clerk Manual: 1.4 - Reporting Requirements 3.4 - Citation Disposition Reporting</p> | <p>MO Department of Revenue (DOR) PO Box 200 Jefferson City, MO 65102-0200 *Do NOT send traffic reporting to MO State Highway Patrol</p> | <p>Records of Conviction (ROC) to Department of Revenue (DOR) - All reportable offenses including guilty plea, finding of guilt and SIS probations by filing out the back of the traffic tickets or sending in an abstract of the court records.</p> | <p>ROCs are due within 7 days of disposition (Automatically reported with JIS/SMC courts.)</p> | <p>ROCs are used to assess points to driver's licenses and to disqualify CDL holders (even when offense was in their private vehicle).</p> |
| <p>Municipal Division Summary Report - COR 4.28 Municipal Clerk Manual: 1.4 - Reporting Requirements</p> | <p>Office of State Courts Administrator, Statistics Submit through Municipal Division Management Portal, which is available through the Court Information Center (CIC).</p> | <p>Municipal Division Summary Report to Office of State Courts Administrator (OSCA) - Monthly caseload information; i.e., cases filed, cases disposed, cases pending; warrant information, and net collections.</p> | <p>Municipal Division Summary Reports are due monthly to OSCA by the 15th day of the following month. (Automatically reported with JIS/SMC courts)</p> | <p>Data from the municipal division summary reports are used to document the work of the municipal divisions, published in the annual statistical report supplement for public knowledge and use, and used to complete ad-hoc requests (from elected representatives, governmental and non-governmental agencies, etc.) on the status and functioning of Missouri's courts.</p> |
| <p>Municipal Division Reporting to the Municipality - COR 4.29 Municipal Clerk Manual: 1.4 Reporting Requirements</p> | <p>Clerk of the municipality who shall then forward to the governing body of the municipality (or the City Council/Board of Trustees).</p> | <p>All Municipal Divisions shall submit to the municipality a copy of the monthly case load summary report for the preceding month required by COR 4.28, utilizing the Municipal Division Summary Reporting form.</p> | <p>Municipal Division Summary Reporting forms are due monthly to the municipality by the 15th day of the following month.</p> | <p>Data from the municipal division summary reports are used to document the work of the municipal divisions, published in the annual statistical report supplement for public knowledge and use, and used to complete ad-hoc requests (from elected representatives, governmental and non-governmental agencies, etc.) on the status and functioning of Missouri's courts.</p> |

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| <p>Semi-annual Intoxication-Related Traffic Offenses to the Circuit Court en Banc - 479.172, RSMo Municipal Clerk Manual: 1.4 Reporting Requirements</p> | <p>Presiding Judge of the Circuit Court en Banc</p> | <p>Intoxication-related traffic offenses that were filed and/or disposed between January 1st to June 30th and July 1st to December 31st.</p> | <p>Within 60 days following the end of the reporting period on the Municipal Division Summary Reporting form.</p> | <p>Bi-Annual reporting is important because it helps keep repeat offenders off the road and helps impose more strict punishment to those repeat offenders.</p> |
| <p>What Gets Reported? Who Gets These Reports? What Gets Reported to These Agencies? When Do These Get Reported? Why is it Important?</p> | | | | |
| <p>Reporting to State Auditor - 479.350, 479.359, RSMo and 15 CSR 40-3.170</p> | <p>Missouri State Auditor's Office PO Box 869 Jefferson City, MO 65102</p> | <p>Addendum (Form A 15-1) is filed by the municipality (not court) and includes calculation of percentage of annual general operating revenue from fines, bond forfeitures and court costs for minor traffic and certain ordinance violations, including amended charges. Amounts in excess of 20% of total revenue for city is to be remitted to Department of Revenue (DOR).</p> | <p>Report due within 6 months after the end of the municipality's fiscal year.</p> | <p>Addendum (Form A 15-1) provides information on the total amount collected during the city's fiscal year and percentage of annual general operating revenue from fines, bond forfeitures and court costs for minor traffic violations and some ordinance violations, identified by excess revenue indicators.</p> |
| <p>Reporting to State Auditor - 479.360, RSMo and 15 CSR 40-3.180</p> | <p>Missouri State Auditor's Office PO Box 869 Jefferson City, MO 65102</p> | <p>Certification of Substantial Compliance (Form MCC 17-1) is signed by the municipal judge and submitted with the addendum and county financial report required under 105.145, RSMo.</p> | <p>Report due within 6 months after the end of the municipality's fiscal year.</p> | <p>Certification of Substantial Compliance (Form MCC 17-1) certifies the municipal court's substantial compliance with section 479.360, RSMo.</p> |
| <p>Minimum Operating Standards for Municipal Divisions and Municipal Division Judges - Annual Certification Requirement - SCR 37.04, Appendix A.</p> | <p>Presiding Judge of the Circuit Court. Every municipal judge submits report to their presiding judge electronically through the Municipal Division Management Portal, which can be accessed through the Court Information Center (CIC).</p> | <p>Certification of compliance with minimum operating standards, along with required attachments. Including, Semiannual disposition report of IntoxicationRelated Traffic Offenses, Executed Certification of Substantial Compliance and CLE Compliance Forms. Note: for non-principal/non-chief municipal judges, the only attachment necessary to submit is their CLE Compliance Form. Principal/chief municipal judges will need to submit all three attachments. Associate judges will attach their semi-annual intoxication related traffic offenses report and their CLE Compliance Forms.</p> | <p>Due by September 1 of each year (not required for municipal divisions heard by an associate judge at the state circuit court).</p> | <p>Report is required under June 12, 2018 revisions to SCR 37.04.</p> |

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| <p>Municipal Division Changes</p> | <p>Each municipal division's Security Point of Contact and the Presiding Judge of the Circuit Court.</p> <p>This information will be entered in the Municipal Division Management Portal, which can be accessed through the Court Information Center (CIC).</p> | <p>Change of judge or clerk, plans to dissolve the court, transfer into the associate circuit court or contract with another municipal court for case processing, change of address, telephone number, and all pertinent information for each municipal division.</p> <p>The Presiding Judge will need to log into the Portal and approve any court establishing, transferring, contracting, or discontinuing.</p> | <p>Notify the municipal division's Security Point of Contact of any changes within the division immediately, so this information can be entered in the Portal.</p> <p>Any municipal division establishing, transferring, contracting, or discontinuing must be reported within 90 days of the action.</p> | <p>Section 479.155, RSMo requires the presiding judge of the circuit court to report to the clerk of the supreme court information regarding the municipal division.</p> <p>Much of this information is displayed on www.courts.mo.gov to assist the public.</p> |
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