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**UNIFIED COURT SYSTEM**  
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Revenue Manual Update - City Court Filing Fees; Indigent Legal Services Revenue Coding; Other Statutory Changes

*\* This supersedes the provisions of Budget Bulletin number 347, dated June 23, 2003*

Please be advised that legislation has been enacted which increases filing fees in City Courts outside New York City and which makes various technical corrections to fee legislation adopted earlier this year (chapter 62, Laws of 2003) which affects other courts of civil jurisdiction. Pursuant to the provisions of an as yet unspecified chapter of the Laws of 2003, sections 3.120 and 3.130 of Part IV of the UCS Financial Planning & Control Manual have again been amended and are available on the Division of Financial Management's CourtNet website:

[http://webcontent.courtnet.org/w1\\_www/oca/budget/FPCM\\_list.htm](http://webcontent.courtnet.org/w1_www/oca/budget/FPCM_list.htm)

These amended chapters relate to the procedures established for the collection, reporting, and classification of UCS fees, fines and surcharges. Your attention is directed to the following changes:

- G** The Uniform City Court Act is amended to increase most filing and user fees payable in City Courts outside of New York City. These increases are to be effective immediately. For proceedings already filed, courts should not attempt to retroactively collect the difference between the amount of the prescribed fee and the amount of the fee previously paid, but should apply the revised rates for any fees not already paid.

**G** The State Comptroller has established a new fund code (fund 390-01) for the Indigent Legal Services Fund created pursuant to section 98-b of the State Finance Law to be used to help offset State and local government 18-B assigned counsel costs. As a result of this fund code change, new revenue cost center coding has been established to properly classify the following revenues:

1. Termination of Suspension fees imposed pursuant to section 503(2)(j-1) of the Vehicle and Traffic Law. Effective immediately, the \$35 Termination of Suspension fee is to be credited as follows:

Dept	Revenue Cost Center	Var	Yr	Revenue Object
<b>02</b>	<b>813908</b>	<b>01</b>	<b>44</b>	<b>35277</b>

2. Criminal History Search fees collected pursuant to section 94-b(3) of the State Finance Law. Effective immediately, \$27 of each \$52 Criminal History Search fee is to be credited as follows:

Dept	Revenue Cost Center	Var	Yr	Revenue Object
<b>02</b>	<b>813908</b>	<b>01</b>	<b>44</b>	<b>35272</b>

3. Attorney Registration fees collected pursuant to section 468-a(4) of the Judiciary Law. Effective immediately, \$50 of each \$350 Attorney Registration fee is to be credited as follows:

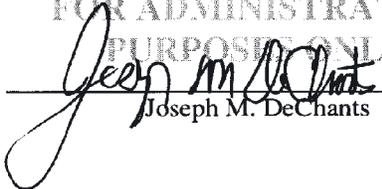
Dept	Revenue Cost Center	Var	Yr	Revenue Object
<b>02</b>	<b>813908</b>	<b>01</b>	<b>44</b>	<b>35270</b>

As soon as practical, it is essential that all jurisdictions responsible for the collection of any of these revenue streams make the necessary adjustments to their cash receipt journals, revenue reporting systems, cash registers, etc as soon as possible. Once the necessary coding changes have been incorporated into your local systems, the Division of Financial Management will deactivate the revenue cost center previously specified for the classification of these revenues and will centrally transfer all Indigent Legal Services revenue deposited using the old coding to this newly designated fund.

- G** Subdivision (m) of section 1911 of the New York City Civil Court Act is amended to clarify that the new Supreme and County motion and cross motion filing fees and the new fees for the filing of a stipulation of settlement or a voluntary discontinuance do not apply in New York City Civil Court proceedings.
  
- G** Subdivision (b) of section 8022 of the CPLR is amended to clarify that the motion and cross motion fees to be collected the Clerks of the Appellate Divisions and the Clerk of the Court of Appeals do not apply to motions and cross motions seeking leave to prosecute or defend a civil appeal or special proceeding as a poor person.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the collection, recording or classification of UCS revenues, or the monitoring of internal controls relating thereto.

Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
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Joseph M. DeChants