

Completing the process

Print this page and mail it to complete your application

ANNUAL BUDGET: Please attach a copy of the court's itemized budget for the most recent municipal fiscal year.

AUTHORIZATION: Please attach a certified copy of the Local Resolution(s) of the Town or Village Board(s) authorizing this application. The Resolution may, but does not need to, specify the maximum amount requested. It may simply authorize the applicant to "request up to the maximum amount available".

COURT NAME: _____ Please circle: Town Village

JUSTICE(S) SIGNATURE(S): ORIGINAL signature(s) required from at least one justice, other than an acting justice.:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

CERTIFICATION: ORIGINAL signature required by the town supervisor or village mayor.

The following signature provides certification that: (1) any funds (and any goods or services) awarded pursuant to this application shall be used only in accordance with the provisions of Chapter 280 of the Laws of 1999 and with all rules and regulations governing the Justice Court Assistance Program; (2) any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures; (3) no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or otherwise supplant funding provided by a town or village to its justice court.

Signature: _____ Name:(please print) _____ Date: _____

Town Supervisor/Village Mayor

**Completed applications should be sent to:
Justice Court Assistance Program
New York State Office of Court Administration
187 Wolf Road, Suite 103
Albany, NY 12205-1138**

If you have any questions about JCAP or if you need assistance in completing the application, please contact Diane Schilling at (518) 474-7469 or dschillin@courts.state.ny.us or Paul Toomey at (800) 232-0630 or ptoomey@nycourts.gov. You can also contact Diane or Paul if you would like assistance from the Office of Court Administration's Department of Public Safety or Office of Court Facilities in preparing your JCAP application.

Please remember to print this page and mail it along with any required attachments (construction details, cost estimates, etc.). Filling this out online without mailing it does not submit your grant request. **Every year, many applications are returned because requisite material is not provided. Please be sure to include the budget for your court, the local resolution, cost estimates (where required) and any additional information requested in the application.**

Thank you very much for your interest in the Justice Court Assistance Program

Your application must be mailed with the required documentation in order to be processed. Filling it out online does not submit your request for review.