

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

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**Administrative Assessment Reporting Form Instructions**  
**Revised July 2019**

The administrative assessment reporting form is used to collect information regarding administrative assessments collected by each court throughout the state. This form is required to be completed on a monthly basis per NRS 176.059. The form should be remitted directly to the Nevada State Controller by the court or the city/county staff handling finances on the court's behalf. On a monthly basis, a copy of the completed administrative assessment reporting form should also be forwarded to designated personnel at the Supreme Court, Administrative Office of the Courts. Recently, the administrative assessment reporting form has been revised to aid in the timely completion by the court and to help the Supreme Court track revenue in a more uniform manner.

Aesthetically, the administrative assessment form has not been altered. As with the prior administrative assessment forms, we are asking for the number of partial payments and partial payment dollar amounts (if any) collected by your court for all administrative assessments listed on the form.

Administrative assessments on fines before July 1, 1997, should still be included in your monthly figures as they are received. If you are still receiving administrative assessments associated with fines from this time period, please include them in their respective areas (e.g., \$1.50 juvenile administrative assessment would be included with the current area to report the \$2.00 juvenile administrative assessment).

Described below are the individual areas on the administrative assessment reporting form that are essential for proper form completion:

**Court:** Staff completing the form should document the full name of the justice or municipal court including the city and county where the court resides. Drop-down menus have been created to promote consistent reporting of this information.

**Month:** The month indicated should reflect the reporting period contained in your manual or case management system reports. A drop-down menu has been created to promote consistent reporting of this information.

**Name of Software Used to Collect Administrative Assessments:** Document the name of the software used to collect the administrative assessment figures. A "drop down" menu has been created to promote consistent reporting. If your court operates manually, please select "MANUAL", or if your court uses a system that is not listed please select "OTHER" from the "drop down" menu.

**Ability to Identify and Separate Full and Partial Administrative Assessment Payments:** Due to the various capabilities of case management systems and the standard procedures used by each court; many courts may not be able to track partial payments on administrative assessments or may not accept partial payments. Please check the appropriate box concerning how the partial payment administrative assessments (if applicable) are remitted to the Nevada State Controller monthly. If your court does not take partial payments or you have a hybrid of how partial payments are accepted on fines and fees, please indicate that in the "Other" area and explain your court's procedures. An example of a hybrid method would be the court requires all administrative assessments to be paid in full in the first payment made by the individual; however, subsequent fines/fees are allowed to be made based on an established payment plan.

**Number of Administrative Assessments (Columns B and D):** The total number of administrative assessments individualized by full and partial payments for manual and case management systems for: juvenile administrative assessments, justice/municipal court administrative assessments, state general fund administrative assessments, state administrative assessments, and specialty court administrative assessments collected by the court during the month. This figure should be in a numerical format (e.g., 20).

**Amount of Administrative Assessments (Columns C and E):** This dollar figure should consist of full and partial payments collected for both manual and case management systems figures for: juvenile administrative assessments, justice and municipal court administrative assessments, state general fund administrative assessments, state administrative assessments, and specialty court administrative assessments collected by the court during the month.

**Total Amount of Administrative Assessments (Columns C and E total Column F):** The total dollar amounts entered for full and partial payments should be totaled and documented in the total column. The reporting form automatically calculates the total.

**Total Fees Collected for Cities and Counties (Column F, Row 1 + Column F, Row 2 + Column F, Row 6):** The total amount of administrative assessments collected for cities and counties are the \$2.00 juvenile administrative assessment (subsections 5a & 6a of NRS 176.059), the \$7 justice/municipal court administrative assessment (subsections 5b & 6b of NRS 176.059), and the \$3 genetic marker testing fee (subsection 15 of NRS 176.0613 effective July 1, 2013). These fees are remitted to and retained by your respective city or county monthly.

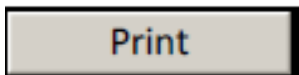
**Total Fees Collected for Distribution to State General Fund (Column F, Row 3):** The total amount of administrative assessments collected for the State General Fund (subsections 5c & 6c of NRS 176.059 for citations issued on or after March 12, 2010). These are remitted to the Nevada State Controller monthly.

**Total Fees Collected for Distribution to State Judicial and Executive Branches (Column F, Row 4):** The remaining total amount of administrative assessments collected is based on the NRS 176.059 sliding scale of fines assessed. If your system generates a grand total of administrative assessments, the \$2.00 for juvenile administrative assessments, \$7 for justice/municipal court administrative assessments, and \$5 for the state general fund administrative assessments are backed out with the remaining figure representing state administrative assessments.

**Total Fees Collected for Distribution to Specialty Courts (Column F, Row 5 + Column F, Row 7):** The total amount of administrative assessments collected from the \$7 Specialty Court assessment (NRS 176.0613 for citations issued on or after July 1, 2003) and the \$100 Specialty Court assessment for misdemeanor charge of driving under the influence of an intoxicating liquor or controlled substance (NRS 484C for citations issued on or after July 1, 2013 up until June 30, 2019). These are remitted to the Nevada State Controller monthly. Please note the \$100 Specialty Court assessment will sunset on June 30, 2019. All new associated DUI charges should not have this administrative assessment added to the court docket; however, court cases in which this administrative assessment was previously docketed before July 1, 2019 should still report this fee as it is collected by the court.

**Total Administrative Assessment Fees Remitted to the State Controller (Column F, Row 3 + Column F, Row 4 + Column F, Row 5+ Column F, Row 7):** The total amount of state general fund administrative assessments, the total amount of administrative assessments for distribution to the state judicial and executive branches, as well as the total amount of Specialty Court administrative assessments are the total administrative assessment fees remitted to the Nevada State Controller on a monthly basis.

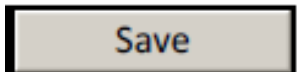
**To Print the Form:** The form can be printed by clicking on the “PRINT FORM” button



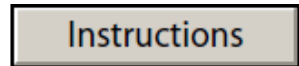
**To Clear the Form:** Every month new reports are required to be created. To expedite this process, your court can clear the form by clicking on the “RESET FORM” button.



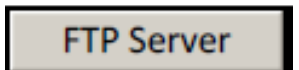
**To Save the Form:** To enable all users to save the created form, a save function has been added to the form. The form can be saved by clicking on the “SAVE FORM” button.



**To obtain instructions to complete the Form:** A button enabling all users to have access to instructions has been added to the form. The instructions can be accessed by clicking on the “INSTRUCTIONS” button.



**To obtain instructions regarding how to use the FTP Server:** A button enabling all user to have access to the FTP Server instructions has been added to the form. The instructions can be accessed by clicking on the “FTP SERVER” button.



**To obtain the most current version of Adobe® Acrobat®:** A button enabling all users to obtain the most current free version of Adobe® Acrobat® has been added to this form. To get the most current free version of Adobe® Acrobat® click the “GET ACROBAT” button. Your court’s IT policies may prohibit the downloading of programs. Before downloading any programs please consult with your IT department.

**Get Acrobat**

**Monthly Submissions:**

On a monthly basis your completed monthly administrative assessment reporting form and associated backup should be sent/remitted to each of the following:

**1) Nevada State Controller**  
**101 North Carson Street, Suite #5**  
**Carson City, Nevada 89701**

**2) Administrative Office of the Courts, Audit Unit**

**FTP Server (Preferable Method):**

On a monthly basis, the preferable method of submission is to transfer a copy of your completed form to the judicial branch auditors at the Administrative Office of the Courts Audit Unit through your court’s assigned FTP Server. Access to the FTP server is provided to each court. If you have any issues accessing the server please contact the auditors directly at [auditor@nvcourts.nv.gov](mailto:auditor@nvcourts.nv.gov). Instructions for FTP Server usage can also be found on the Appellate Courts website.

**Email (Secondary Method):**

If the court has issues using the FTP Server the monthly administrative assessment form can also be emailed to [auditor@nvcourts.nv.gov](mailto:auditor@nvcourts.nv.gov).

**U.S. Mail (Last Resort Method):**

The court may also mail their completed forms to the Audit Unit if the other preferred methods fail. Completed monthly administrative assessment forms and associated backup can be mailed to the following address:

Judicial Branch Auditors  
Nevada Appellate Courts  
Administrative Office of the Courts  
408 East Clark Avenue  
Las Vegas, Nevada 89101

**Electronic Signature:**

Each court should use the Adobe® Acrobat® electronic signature functionality to attest to the information contained on the monthly administrative assessment reporting form.