

Monthly DEDR and VCCB Report Filing Procedure

Directive #10-90
Issued by:

October 22, 1990
Robert D. Lipscher
Administrative Director

By memorandum dated August 1, 1990, you have already received notification of the recent statutory change to *N.J.S.A. 2C:43-3.1* requiring the imposition of a \$30.00 VCCB penalty on defendants convicted of operating a motor vehicle while under the influence of liquor or drugs, *N.J.S.A. 39:4-50*. Consistent with that change, we have modified the VCCB form to account for these assessments. Attached, for your use is a revised form along with a set of the revised instructions on the completion of this form. Further, please note the changed instructions for the filing of the AOC copies of these forms.

In the past, pursuant to *Rule 1:32-1(b)*, Municipal Court Judges have forwarded copies of the DEDR and VCCB statistical reports directly to the AOC. However, as part of an effort to address increases in the error rate and delinquent filings, revised processing procedures have been informally implemented, with the assistance and cooperation of several Trial Court Administrators. These efforts include initial submission of the AOC copies for review and correction, as necessary, to the Trial Court Administrator and have resulted in improved accuracy and timeliness of filings. In addition, batch processing of the reports by the Trial Court Administrator to the Municipal Court Services Division has been accomplished to facilitate the generation of more accurate vicinage and statewide statistical data within 45 days of the close of the reported month.

Therefore, effective with the November, 1990 report, the AOC copies of the DEDR and VCCB Monthly Reports are to be submitted by each Municipal Court Judge directly to the vicinage Trial Court Administrator for review, correction as necessary and batch processing to the Municipal Court Services Division. Each Judge shall, in accordance with *Rule 1:32-1(b)*, submit these Reports on or before the 10th day of each month for the work of the preceding month. The Trial Court Administrator's Office will review, correct, batch and submit all reports for the vicinage on or before the last day of each month. The Municipal Court Services Division will issue statistical data for the use of vicinage and municipal management teams on or before the 15th day of the month following receipt of the vicinage submissions.

This change in procedure affects only the filing of the AOC copy of the DEDR and VCCB Reports. The original of the reports and accompanying checks (if required), are to be forwarded to the appropriate receiving agency in accordance with existing procedures.

Your assistance and cooperation in implementing this revised Monthly Report Filing Procedure will help insure its effectiveness.

EDITOR-S NOTE

Paragraph #1 has been modified to delete the reference to the enclosure of a year's supply of VCCB & DEDR reporting forms. The remaining paragraphs and all enclosures have not changed. Copies of all VCCB reporting form and instructions for its completion are available at the AOC. Chapter 7 of the Rules Governing the Courts of the State of New Jersey governs practice in

municipal courts. This chapter was substantially revised in 1997 and users of this compilation should consult the revised chapter for any changes that may affect these directives.