



### **Instructions for On-Line Annual Salary Certification**

The annual salary certification will be used to distribute available funding to district and qualifying municipal courts. All qualifying courts must submit the certification before a quarterly distribution will be made. The form must be submitted by the Presiding Judge using his or her JIS User ID (RACF ID).

#### ***General Instructions***

Your JIS User ID (RACF ID) will automatically identify you and your court therefore no identifying information is required.

Once the submit button is selected, the information will be electronically submitted to AOC and no further action is required until the next salary certification date.

#### ***Data Entry Instructions***

##### **Date Submitted (required)**

This will default to the current date. If you would like to change it, please select the calendar icon to the right and select another date.

##### **Annual Salary (No longer required)**

This information will be compiled by AOC.

##### **Number of Judicial FTEs (required)**

Enter the total number of judicial FTEs (judges only) within the court. Partial FTEs (1.25, .75, etc.) are okay.

##### **Date Certified (required)**

This will default to the current date. If you would like to change it, please select the calendar icon to the right and select another date.

##### **Verify (required)**

Select this button to review the information prior to submittal.

##### **Submit (required)**

Select this button (on the Verification screen) to submit the data to AOC.