

Circuit Court Clerks,

As you are aware, the month of August is the budget period for Circuit Court Clerks to request equipment and services from the Technology Trust Fund. The FY06 TTF budget process is a subsystem of the Compensation's Board's online budget, reimbursement and personnel processing system (Constitutional Officers Information Network - COIN), and is comprised of several elements seamlessly integrated into one smooth process. Elements of the FY06 TTF Budget Request Process include:

- FY05 TTF Progress Survey;
- VITA Secure Remote Access Certification;
- TTF for Law and Chancery, or Criminal Divisions;
- Equipment and Services Requests; and
- \$1 TTF Fund.

The budget request process opened today, Monday, August 1, and will conclude at midnight on Wednesday, August 31. There will be no extensions, so please be sure to complete all the elements by the deadline.

It is very important that you download and print the FY06 TTF Budget Request Manual available on August 1, found on the Compensation Board's website at <http://www.scb.virginia.gov/docs/fy06ttfbr.pdf>. The manual will facilitate your navigation through the FY06 TTF Budget Request Process. Do not attempt to go online in August to budget for equipment and services without the manual.

You should already be aware that there is approximately \$1.9 million in \$1 TTF monies this year. If you are NOT currently providing secure remote access to land records on a court-controlled website then you are eligible to make a request from the \$1 TTF Fund. Your dollar request should represent the difference between the funding resources that you have and what you need in order to achieve the July 1, 2006 goal set by the General Assembly. The \$1 TTF request process is integrated into the FY06 TTF Budget Request Process in

COIN. The FY06 TTF Budget Request Manual fully explains the \$1 request process.

Remember, the August 31 deadline is firm. All budget requests after August 31 must be handled through a Mid-Year Docket Request (explained in the FY06 TTF Budget Request Manual). Mid-Year access (October through June) to TTF monies is not guaranteed. A Mid-Year Docket Request for TTF money not budgeted for in August is approved on a case-by-case basis and conditional on the availability of funds.

A special thanks to Yvonne Smith for providing a review/testing of the new system for us.

Please let me know should you have any questions regarding the new process/system.

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