



FY07 TTF  
MID-YEAR DOCKET  
REQUEST  
PACKET

*Compensation Board & Circuit Court Clerks*

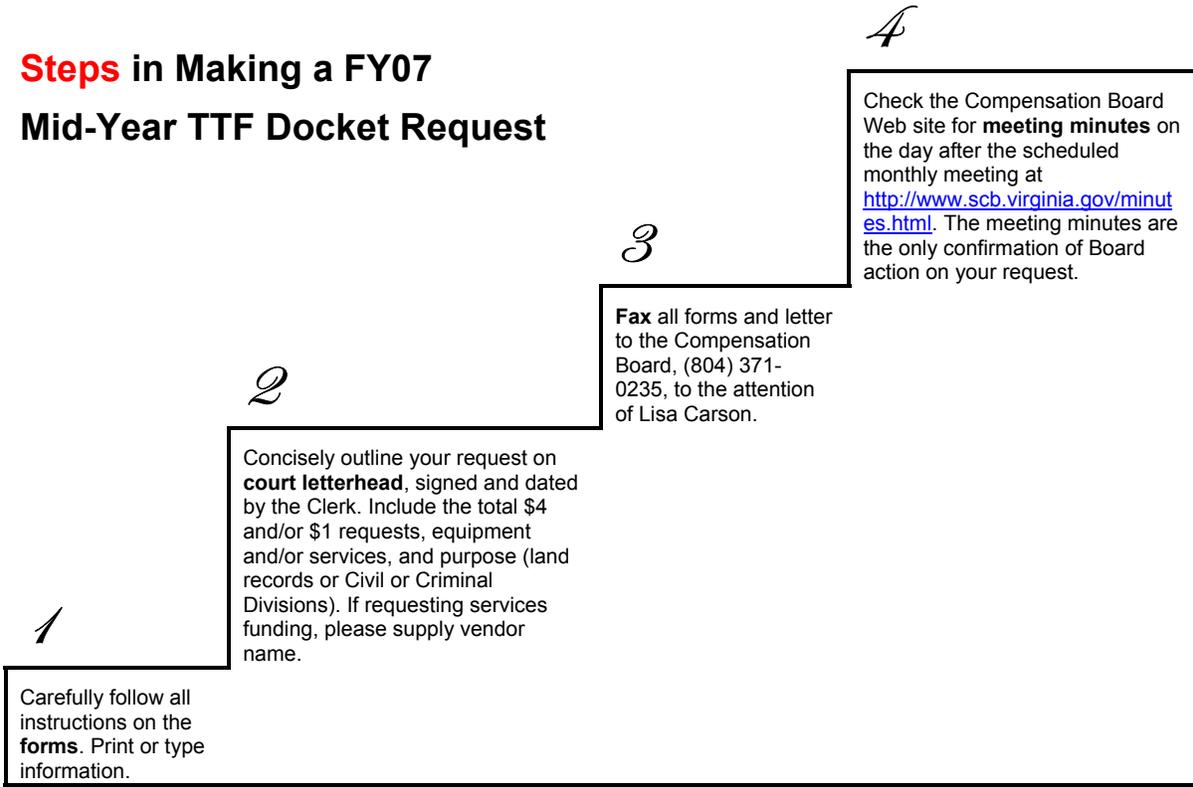
**Reasons to Make a FY07 TTF Mid-Year Docket Request:**

- |   |   |
|---|---|
| <p><b>1</b> You originally elected to <b>carryover</b> your FY07 TTF available balance and now would like to request funds for the <b>current-year budget</b> cycle for equipment and/or services.</p>  | <ul style="list-style-type: none"> <li>■ <i>Forms 1 and 5</i> for all requests</li> <li>■ <i>Form 2</i> if requesting \$4 Equipment</li> <li>■ <i>Form 3</i> if requesting \$4 Services</li> </ul>  |
| <p><b>2</b> You need <b>additional</b> TTF funds than the amount originally requested in August from either your <b>\$4 available balance</b> or from the <b>\$1 Fund</b>. Remember: Your total \$4 request cannot exceed your TTF available balance for the current fiscal year.</p> | <ul style="list-style-type: none"> <li>■ <i>Form 2</i> if requesting \$4 Equipment</li> <li>■ <i>Form 3</i> if requesting \$4 Services</li> <li>■ <i>Form 4</i> if requesting \$1 monies</li> </ul>   |
| <p><b>3</b> You are currently providing secure remote access to land records on a court-controlled website and would like to use your FY07 TTF available balance for <b>Civil or Criminal Divisions</b>. Use Purpose Code F.</p>  | <ul style="list-style-type: none"> <li>■ <i>Form 6</i> for all requests</li> <li>■ <i>Form 2</i> if requesting \$4 Equipment</li> <li>■ <i>Form 3</i> if requesting \$4 Services</li> </ul>   |
| <p><b>4</b> You did not complete the TTF Budget Request process in August and have <b>no TTF budget</b>. Now you would like to budget your FY07 \$4 available balance and/or \$1 monies for equipment and/or services.</p>  | <ul style="list-style-type: none"> <li>■ <i>Form 5</i> for all requests</li> <li>■ <i>Form 2</i> if requesting \$4 Equipment</li> <li>■ <i>Form 3</i> if requesting \$4 Services</li> <li>■ <i>Form 4</i> if requesting \$1 monies</li> </ul> |

**Reasons Not to Make a FY07 TTF Mid-Year Docket Request:**

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| <p><b>1</b> You would like to <b>transfer</b> funds from Equipment budget to Services budget, or vice-versa. No docket action is needed. Provide to the Compensation Board written notice of the vendor name and contact information.</p>                |
| <p><b>2</b> You want to <b>add a vendor</b> name to your Services budget. No docket action is needed. Provide to the Compensation Board written notice of the vendor name and contact information.</p>   |
| <p><b>3</b> You have previously budgeted for services or equipment in FY07 and now you need to revise your purchases. You do not need a docket request <b>to make different purchases within the equipment budget or within the services budget</b>.</p> |

## Steps in Making a FY07 Mid-Year TTF Docket Request



### Helpful Tips in Making a FY07 TTF Mid-Year Docket Request:

- Compensation Board meetings are usually scheduled for the **third Wednesday** morning of the month. Check the monthly meeting schedule here <http://www.scb.state.va.us/cal.html>. Make your docket request at the beginning of the month for action in that same month.
- **Call or email Lisa Carson** after return faxing the TTF Mid-Year Docket Request pages to make certain the Compensation Board received your request.
- Feel free to call Lisa Carson if you have any questions regarding the **Mid-Year Docket Request process** outlined in this packet, at (804) 225-3443 or email, [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov)
- For questions regarding monthly **TTF reimbursement**, contact Paige Christy, (804) 225-3442, or email, [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov).

## 6 Forms

<i>Form 1</i>	TTF Carryover to FY07 TTF Budget	Use to cancel your FY07 TTF carryover request and transfer TTF available balance to a FY07 budget request.
<i>Form 2</i>	FY07 TTF \$4 Equipment Request	Use to request funds for equipment to enable secure remote access to land records—this does not include equipment purchased by a vendor under a signed services contract.
<i>Form 3</i>	FY07 TTF \$4 Services Request	Use to request funds for vendor services to enable secure remote access to land records— this does include equipment if purchased under a signed services contract.
<i>Form 4</i>	FY07 TTF \$1 Fund Request	Use to request funds for technology equipment and/or services in excess of your FY07 available balance.
<i>Form 5</i>	FY07 Secure Remote Access Certification	Use to accompany Forms 2, 3 and/or 4 if you did not complete the FY07 TTF Budget Request Process in August 2006 and failed to make the Secure Remote Access certification.
<i>Form 6</i>	FY07 TTF for Civil or Criminal Divisions	Use if you have implemented secure remote access to land records and want to request TTF money for automation and technology improvements in other divisions of your court.

**Instructions:** Use Form 1 if you originally elected to carryover your FY07 TTF \$4 available balance to FY87 but now you are requesting to budget TTF in FY07.

*Form 1*

**FY07 TTF Carryover-to-Budget Request**

**Cancel Carryover. Transfer TTF to Current-Year Budget.** I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, § 11-35 et. seq., Code of Virginia. This request represents anticipated equipment and services funding needs for the current fiscal year. I have provided my local governing body with a copy of all documentation and justification forwarded to the Compensation Board.

FY07 \$4 Available Balance	\$	
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Move to FY07 \$4 Budget	\$	
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Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Important** – If you did not originally budget your available TTF in August then the Compensation Board did not request the Department of Planning and Budget to include your funds in its September appropriation request for TTF. This means that mid-year access to your available TTF funds is not guaranteed. "Carryover-to-Budget" requests will be approved on a case-by-case basis.

**Instructions:** Use Form 2 if you are requesting TTF for technology equipment in FY07. If you did not complete the FY07 TTF Budget Request Process, then you must also complete Form 5. Your total request may not exceed your FY07 \$4 available balance. Remember that equipment purchased by a vendor under contract is considered a services request. Only equipment purchased directly by the Clerk is considered an equipment request.

*Form 2*

**FY07 TTF \$4 Request for Equipment**

Clerk's Name (print) \_\_\_\_\_  
 Clerk's Signature \_\_\_\_\_  
 Locality Name \_\_\_\_\_  
 Locality Code \_\_\_\_\_ Date \_\_\_\_\_

FY07 TTF \$4 Available Balance \$

Choose one:  
 Cancel Carryover: Move to Current-Year-Budget  
 Additional \$4 for Equipment

*Equipment Description	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

\*Do not include equipment purchased by a vendor with whom you have signed a services contract.

**Total FY07 TTF \$4 EQUIPMENT Request:** \$  
 Do not exceed your total TTF available funds.

*Purpose codes Bi-v apply to land records automation. Purpose code F applies to technology improvements in the civil or criminal divisions.*

**Purpose Codes for Equipment and/or Services Requests from TTF**  
 § 17.1-279 (B, F) Code of Virginia

- Bi** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- Bii** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- Biv** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- Bv** Improving **public access** to court records.
- F** Automation and technology improvements in the **law and chancery** divisions, or the **criminal** division.

**Instructions:** Use Form 3 if you are requesting TTF for technology services in FY06. If you did not complete the FY06 TTF Budget Request Process, then you must also complete Form 5. Your total request may not exceed your TTF \$4 available balance. Remember that equipment purchased by a vendor under contract is considered a services request. Only equipment purchased directly by the Clerk is considered an equipment request.

*Form 3*

**FY07 TTF \$4 Request for Services**

Clerk's Name (print) \_\_\_\_\_  
 Clerk's Signature \_\_\_\_\_  
 Locality Name \_\_\_\_\_  
 Locality Code \_\_\_\_\_ Date \_\_\_\_\_

FY07 TTF \$4 Available Balance	\$
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Choose one:  
 Cancel Carryover: Move to Current-Year-Budget  
 Additional TTF \$ for Services

Vendor Name	*Services Description	Purpose Code	Total Cost
			\$
			\$
			\$
			\$

\*Services include equipment if purchased under a signed services contract.

**Total FY07 TTF \$4 SERVICES Request:** \$ \_\_\_\_\_  
 Do not exceed your total TTF available funds.

*Purpose codes Bi-v apply to land records automation. Purpose code F applies to technology improvements in the civil or criminal divisions.*

**Purpose Codes for Equipment and/or Services Requests from TTF**  
 § 17.1-279 (B, F) Code of Virginia

- Bi** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- Bii** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- Biv** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- Bv** Improving **public access** to court records.
- F** Automation and technology improvements in the **law and chancery** divisions, or the **criminal** division.

**Instructions:** Use Form 4 if you are making a request from the FY07 \$1 Fund. You must first budget your entire FY07 \$4 available balance before requesting money from the \$1 Fund. **Important:** Please attach an estimate of expenses or quote from your vendor for FY07 technology improvements. A request for monies from the FY07 \$1 Fund will only be considered if accompanied by a vendor quote.

*Form 4* **FY07 TTF \$1 Fund Request**

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

FY07 \$4 Available Balance	\$
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FY07 \$4 Budget Request	\$
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FY07 \$1 Fund - *Equipment Request	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
<b>Total FY07 \$1 Equipment Request</b>				<b>\$</b>

\*Do not include equipment purchased by a vendor with whom you have signed a services contract.

Vendor Name	FY07 \$1 Fund - *Services Request	Purpose Code	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total FY07 \$1 Services Request</b>			<b>\$</b>

\*Services include equipment if purchased under a signed services contract.

**Total FY07 \$1 Fund Request:** \$

**Instructions:** Use Form 5 if you did not complete the FY07 TTF Budget Request Process in August 2006 and failed to make the Secure Remote Access certification. Complete Part 1. Do not complete both Parts 2 and 3.

*Form 5*

**FY07 Secure Remote Access Certification**

**Part 1 - My office currently provides secure remote access to land records.**  Yes  No  
Proceed to Part 2 if answered Yes or Part 3 if answered No.

**Part 2 - Yes** I am currently providing secure remote access to land records: I hereby certify in accordance with the provisions of § 17.1-279D, Code of Virginia, that the security standards currently in place for secure remote access to land records in this office are in compliance with the security standards developed by Virginia Information Technologies Agency (VITA) pursuant to § 2.2-3808.2, Code of Virginia, and as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions thereto.

I further certify in accordance with the provisions of §17.1-279B, Code of Virginia, that any proposed technology improvements to land records in this office will accommodate secure remote access to land records in compliance with these same security standards.

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Part 3 - No** I am not currently providing secure remote access to land records: I hereby certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that the proposed technology improvements to land records in this office will accommodate secure remote access in compliance with the security standards developed by the Virginia Information Technologies Agency (VITA) pursuant to § 2.2-3808.2, as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions.

I further certify that, pursuant to § 17.1-279B, Code of Virginia, my request for TTF monies allocated by the Compensation Board is based on my intent, funds permitting, to provide secure remote access to land records in this office on or before July 1, 2006.

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** Use Form 6 if making a request to budget your FY07 TTF \$4 available balance for the Civil or Criminal Divisions.

*Form 6*

**FY07 TTF for Civil or Criminal Divisions**

**Fully Implemented Secure Remote Access to Land Records.** *In accordance with § 17.1-279F, Code of Virginia, If a circuit court clerk has provided secure remote access to land records on or before July 1, 2007, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the Civil or Criminal Divisions, of his office.*

I elect to budget FY07 \$4 for Civil or Criminal divisions.  Yes

FY07 \$4 Available Balance	\$	
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FY07 \$4 for Civil or Criminal Divisions	\$	
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Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_