

New Paltz Justice Court
23 Plattekill Ave.
New Paltz, NY 12561
Telephone: (845) 255-0043 Facsimile (845) 255-0814

Supervisor Susan Zimet
52 Clearwater Road
New Paltz, NY 12561

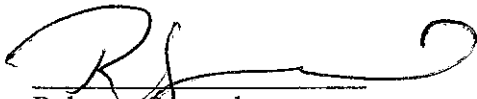
August 26, 2015

Re: JCAP Grant

Dear Supervisor Zimet:

Attached you will find my request for a JCAP Grant. I need your signature on the first form, if approved by you. I will also need a copy of the current Court Budget and a Certified Resolution from the Town Board. I need to submit the application by October 16, 2015. This year I am requesting from them a total of \$6,483.00. I would like to purchase scanning and security upgrades for our computer system, as well as a new magnetometer for the courtroom. Please let me know if you have any questions. Please forward everything back to me, if approved. Thank you!

Sincerely,



Rebecca Seward
Chief Court Clerk

Justice Court Assistance Program Grant Application

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New Paltz Town Court, Ulster County

Welcome**A. APPLICATION INFORMATION - TO BE COMPLETED ONLINE**

Court Name, Contact Information & Grant Items Requested

B. CASELOAD - TO BE COMPLETED ONLINE

New Case Filings for 3 Years

C. GRANT ITEMS - TO BE COMPLETED ONLINE (Please note that certain items are not allowed and should not be applied for, such as salaries, telephone bills, internet access or annual renewal fees for software.)

Please choose the Item needed, enter the quantity of that item, the cost and the "priority level". The priority level is either "1 High priority" - needed immediately; "2 Medium Priority" - needed in the near future; and "3 Low Priority" - want or wish. You may have more than one item with the same priority, however, if we are unable to give you all items, we will prioritize the items awarded. (We take your 'priority list' into consideration when reviewing applications, however, the Chief Administrative Judge is not bound by your priority assignments when making awards)

D. SIGNATURE PAGE & SUPPORTING DOCUMENTATION

Your Application is not complete until we receive the Signature Page, the Court's budget, a Certified Resolution from the Town or Village Board, and any other required documentation (construction estimates, drawings, price estimates, photographs, invoices, vouchers, etc.)

After completing the application online, please print the Signature Page and mail, fax, scan/email it, along with any supporting or required documentation to:

Justice Court Assistance Program
NYS Office of Court Administration
187 Wolf Rd, Suite 103
Albany, NY 12205
Fax: 518-438-3518
Email: jcap@nycourts.gov

REQUIRED:

ANNUAL BUDGET Attach a copy of the Court's itemized budget for the most recent municipal fiscal year.

Justice Court Assistance Program Grant Application

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New Paltz Town Court, Ulster County

GRANT ELIGIBLE ITEMS:**Computer Case Management Software**

SEI, SEI DMV Module, SEI Multi-User Upgrade, etc.

Computer Hardware

Misc. Servers, backup systems, etc.

Computer Software

MS Office, etc.

***Computer Support**

Records Management, etc.

Please note OCA's Division of Technology (DOT) provides computer equipment such as desktops, laptops, network and personal printers and fax machines. If you have a question about equipment and whether or not it can be requested through JCAP, please call (DOT) at 800-622-2522, option 7.

Construction

Exterior Renovations/Repairs
Interior Renovations/Repairs
Audience Seating
Other construction

Furniture

Bookcases
Chairs
Desks
File cabinets
Lectern
Storage cabinets
Tables
Other furniture

Office Equipment

Cash Box
Cash Register
Hand Seal
Label Printer
Calculator
Bulletin Board
Photocopier
Safe
Shredder
Telephone equipment/installation
TV/Video

Other

Air conditioning
Battery backup/Emergency lights
Generator
Audio/PA Systems
Other supplies/equipment

Security

Walkthrough metal detector
Bench
Handheld metal detector
Duress Alarms
Jury Box
Other Alarms (Fire, theft, etc.)
Reception/Pay window
Video Surveillance
Other

Courtroom Enhancements

Gavel
Judicial Robe
Flags
Signs
Wall Seal
Other

Please Note:

The maximum possible grant award is **\$30,000** per court.

Applications are due **October 16, 2015**. While applications can be submitted after that date, it is expected that grant requests will exceed the available funds, and therefore early submission is recommended.

QUESTIONS If you have any questions about JCAP or if you need assistance completing the application, call the Office of Justice Court Support at 1-800-232-0630 or email to resourcecenter@nycourts.gov.

Justice Court Assistance Program Grant Application

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New Paltz Town Court, Ulster County

**To print this
the Control
letter P - cli
page.**

INSTRUCTIONS:

Online application. Each court should designate one individual from within the court to complete and submit the application.

Federal ID Number. The Town or Village Clerk, Mayor or Supervisor should be able to provide you with this number.

Joint Application. If applying jointly, click "yes" and then name the other municipality who is jointly applying with you.

Contact Person. Justice or court employee we may contact if we have questions or need additional information or documentation.

E-mail. Enter your UCS Outlook email address. (Ex. jtsmith@nycourts.gov)

Address. Enter all information. (Do not enter "same" in any box)

Caseload List new case filings for the last 3 years.

Grants List grant awards for the last 2 fiscal years.

Items requested (see 'construction' and 'security' below for additional specific instructions)

You must submit estimates for each item. These may be pages from catalogs showing the item and price. When ordering from private vendors, be sure they quote you the "State Contract Price".

1. Select the level of need priority (1 - immediate need, 2 - need, 3 - want, etc.)
2. Select the "item category"
3. Click on "save category" box
4. Choose "item" (click on the box to see options)
5. Enter "quantity" of item ("1" for items that quantity does not apply (construction, etc) to allow the program to calculate the total)
6. Enter "price" per item
7. Continue same procedure for each item requested
8. "Explain need" for your request (example, "our roof is leaking and we need to replace it", or "our audience chairs do not clip together and are a safety hazard, so we need to order ganging chairs", etc.)

Construction Projects. (These projects require extra documentation and explanation)

Explain the need for the construction project. Indicate if you are ready to begin this project and how long it will take the project to be completed.

If the application is denied or the amount granted does not cover the entire amount needed for this project, you must have a source of funding to pay for the project or to make up the difference. For example, the Town or Village should have the entire amount of the project in their annual budget.

Applications seeking a construction project must submit, in the same package as the signature page, the following additional attachments:

- a detailed estimate for materials and/or labor; ** Check with your Town /Village Attorney regarding prevailing rates and bidding requirements.
- a sketch with dimensions of the existing floor plan of the building and room(s) along with proposed floor plans of the building and room(s). Indicate on the floor plan the various points of entry and room names or use;
- digital photographs of the exterior of the building (to enable us to understand your current facility), as well as digital photographs of any interior rooms to be affected. Please take photographs from each angle of the room (i.e. from the bench as the Judge views the room, from the back of the courtroom as the public sees the Judge's bench, from each doorway, etc.)

Security Items.

Security requests must contain a narrative explaining the court's need for the items.

Request for walk through metal detectors will not be approved unless the court has, or will have, security personnel to staff the equipment. (Please note that JCAP funds may not be used for staff salaries)

Printing Your Application.

You must print your application PRIOR TO clicking "submit" online. You must print each page individually. Go to the "file" menu at the top left of the page and choose "print"

Submitting your Application

You must submit your application online and either mail, fax or scan/email the following:

- signature page (signed by both the Justice(s) and Mayor or Supervisor)
- certified copy of Board resolution
- court budget
- price estimates for each item
- additional documents for construction or security applications

QUESTIONS. If you have any questions, please call 1-800-232-0630.

Justice Court Assistance Program Grant Application

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ID: 3246

A. APPLICANT INFORMATION

Name of Court: New Paltz Town Court, Ulster County				
Type of Application: <input checked="" type="radio"/> Individual <input type="radio"/> Joint:				
If Joint, please select the name of Joint Applicant: <input type="text"/>				
Contact Person:				
Salutation:	First Name:	M.I. (If Any)	Last Name:	Phone:
Ms.	Rebecca		Seward	845-255- 6044x400
Title:		Email:		Fax:
Court Clerk		RSeward@nycourts.gov		
Address Information:				
Court Mailing Address:		Address:	City:	ZIP:
		23 Plattekill Avenue	New Paltz	12561
Contact Mailing Address:		Address:	City:	ZIP:
		23 Plattekill Avenue	New Paltz	12561
Shipping (no PO Box):		Address:	City:	ZIP:

B. CASELOAD: NEW CASE FILINGS FOR 3 YEARS

	Criminal:	Civil:	VTL:	Jury Trials:
Year 2014:	1,001-2,000	51-100	7,501-10,000	0-30
Year 2013:	1,001-2,000	51-100	7,501-10,000	0-30
Year 2012:	751-1,000	51-100	5,001-7,500	0-30

Has your court had a security assesment performed by the Dept. Of Public Safety? No Yes

Did you receive a grant in 2014-2015 No Yes Amount of Award \$15113.44

Did you receive a grant in 2013-2014 No Yes Amount of Award

* indicates required fields

QUESTIONS If you have any questions about JCAP or if you need assistance completing the application, call the Office of Justice Court Support at 1-800-232-0630 or email to resourcecenter@nycourts.gov.

Justice Court Assistance Program Grant Application
New Paltz Town Court, Ulster County
GRANT ITEMS

**To print:
the Cont
letter P**

Priority	Item Category	Item Name	Quantity	Price	Item Total
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Conti

Total of all Items requested: \$6,483.00

2	Computer Case	Case Management	1	\$995.00 _kf_ApplicationID 2558	\$995.00	
Comments Scanning upgrade for SEI Program. To help the court be organized, reduce paper clutter, and reduces document access time.						
1	Computer Case	Case Management	1	\$495.00 _kf_ApplicationID 2558	\$495.00	
Comments Security upgrade for SEI program. Will help protect us for future audits.						
2	Computer Hardware	Records Management, 1		\$480.00 _kf_ApplicationID 2558	\$480.00	
Comments Fujitsu ScanSnap iX500 Scanner needed for Scanning program						
1	Security	Walkthrough metal	1	\$4,513.00 _kf_ApplicationID 2558	\$4,513.00	2300-
Comments Our current metal detector is not working properly. It beeps often, and the model we have is not one that OCA is familiar with so they are unable to repair it. It is currently over 10 years old. Spent 9800 on Cameras last year, need remainder of price.						

Justice Court Assistance Program Grant Application

New Paltz Town Court, Ulster County

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Completing the process

Mail the Signature Page, along with all other required documentation.

Remember: Applications are not reviewed or considered until the required documentation and signature page are received.

Signature Acknowledgment

I understand that this application will not be reviewed until the signed signature page is received by the Office of Court Administration, along with any required documents.*

 Yes

QUESTIONS If you have any questions about JCAP or if you need assistance completing the application, call the Office of Justice Court Support at 1-800-232-0630 or email to resourcecenter@nycourts.gov.

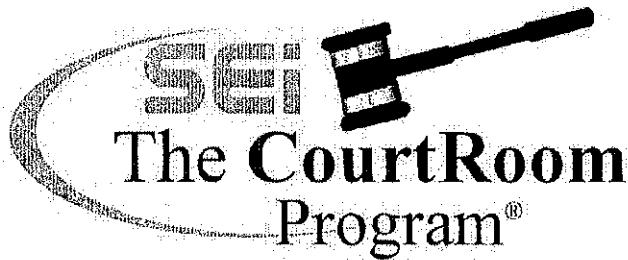


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Enhanced Password Security
Uncollected Fine Reports
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Cash Drawer Support
Audit Assistance
- and more -**





Service Education, Incorporated
790 Canning Parkway – Suite 1
Victor, New York 14564
(585) 264-9240
www.NYCourts.us

Scanning Upgrade

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So are we...

Scanning documents within The CourtRoom Program® will save you time, keep you more organized by reducing paper clutter, and reduce security risks associated with lost or damaged documents. With the ability to scan documents you will be able to keep all case information at your fingertips.

- Attach scanned documents to cases.
- List scanned documents along with archived forms and letters.
- Print and/or view scanned documents directly from each case.
- Backup scanned documents automatically.
- Scans saved as standard PDF files.
- Reduce paper clutter.
- Reduce document access time.
- Access all documents from any workstation.

INNOVATION

Scanning documents could not be simpler.

The scanning upgrade for The CourtRoom Program® saves documents with the touch of a button. The upgrade is designed to fully integrate with the ScanSnap® software from Fujitsu.

No sorting or organization is required by court personnel, just scan the document and click one button. The program does all the filing and organization for you.

From the 'Case Information Screen' all scanned documents for the case are available for instant viewing or printing.

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A new example of the innovation you have come to expect from Service Education, the leaders in court automation for New York State.

SERVICE


Installation and training are available Monday- Friday at your convenience.

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The purchase price for the optional Scanning Upgrade (includes first year license)	\$995.00
Annual License/Maintenance	\$240.00
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Printers, Shredders & Machines > Scanners > Scanners > Scanners >

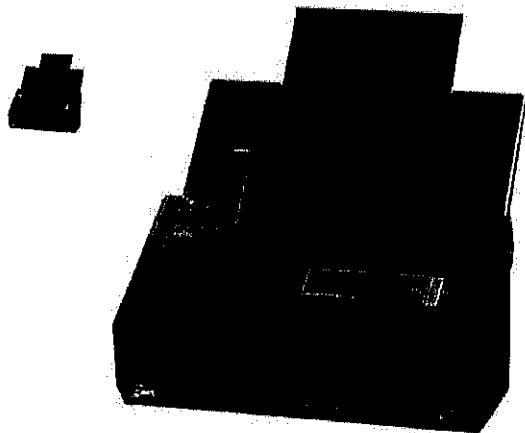
Fujitsu® ScanSnap iX500 Desktop Scanner For PC and Mac; 600 dpi

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Sale

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\$434.99 /Each



Method: Sheet-Fed
Brand: Fujitsu

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If you like we can notify you by email as soon as it's available.

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Here are some other options to think about...

HP Scanners, ScanJet G3110
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Brother® ADS2000 High Speed Document Scanner
\$399.99 Each

Qty

[Add to Cart](#)

Qty

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Free Shipping

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[DESCRIPTION](#) | [SPECIFICATIONS](#) | [REVIEWS](#) | [ACCESSORIES](#)

Description

Fujitsu Desktop scanner has optical resolution of 600 dpi and quickly bypass the computer to scan an image enhanced PDF or JPEG file directly to an iOS or android mobile device.

Fujitsu Desktop scanner has optical resolution of 600 dpi and quickly bypass the computer to scan an image enhanced PDF or JPEG file directly to an iOS or android mobile device.

Scanner type: Automatic document feeder, duplex scanning

Scan method: Sheet-fed

Scanner resolution: 600 dpi optical

Image sensor: CIS

Feeder capacity: 50 sheets

Frequency: 2.412 GHz - 2.462 GHz/2.412 GHz - 2.472 GHz

Interfaces: USB 3.0 (USB 2.0 / 1.1 compatible)

Security: WPA-PSK (TKIP / AES), WPA2-PSK (TKIP / AES), WEP (64-bit / 128-bit)

Paper weight (thickness): 11 - 56 lbs. (40 to 209 g/m²)

Specifications

Technical Information	Method :	Sheet-Fed		
Product Information	Scan Resolution :	600 dpi Optical	Power Consumption :	20 W or less (Operating), 1.6 W or less (Standby mode)
Media Types & Handling	Media Type :	USB		
Network & Communication	System Requirements :	Windows Does Not Support Twain/ISIS Mac OS: Does Not Support Twain		
Miscellaneous	Country of Origin :	CHN	Brand :	Fujitsu
Weight	Weight :	1.00 lbs. per Each		

