

Number	Category	Bellefontaine Neighbors (Non-Compliant)	Ferguson (Compliant)
1	Written Procedures & Policies	No written procedures for detention timeframes (48/72 hours). No administrative orders in place.	Has written procedures and administrative orders in accordance with Section 479.360.1, RSMo outlining proper detention timeframes.
2	Failure to Appear Ordinance	Section 18.34 allows additional charges for failure to appear on minor traffic violations, violating 479.360(6) RSMo.	Ordinances comply with current law - no additional charges for failure to appear on minor traffic violations.
3	Fine Schedule Posting	Posted fine schedule is from 2020 (outdated by 5 years). Not current as of September 2025.	Current Statewide Uniform Fine Schedule (September 2025) posted on website and at payment window with costs clearly identified.
4	Jailing Costs Ordinance	Section 18.19 improperly takes board bills as court costs, violating Supreme Court rulings (SC97604, SC97630).	Uses OSCA bench card for authorized costs only. No improper board bills or unauthorized costs assessed.
5	Violation Notices	Tickets do not provide accused with schedule of fines and costs at time of violation notice, violating SCR 37.23(b).	Provides fines/costs information with tickets via QR codes, website links, or separate documents per SCR 37.23(b).
6	Website Information	Extremely outdated website. Lists former judge and clerk. No current calendar, no accurate VA fine schedule.	Updated website with current staff, hours, location, calendar, and accurate VA fine schedule with link to case.net.
7	Separation of Powers	Court clerk's office housed within city clerk's office. Small, non-noticeable exterior signage. Poor interior signage.	Court clerk has separate, distinct office space. Clear exterior and interior signage identifying municipal division as independent.
8	Notice of Rights Display	Two courtroom screens not being used to display Notice of Rights. Notice not in Supreme Court approved form. No Spanish version available.	Supreme Court approved Notice of Rights displayed on screens and poster boards. Available in English and Spanish. Made available as handouts and on website.
9	Records Storage	Records stored in unsecured shed. Open and closed records not separated. No locked file cabinets. Mixed with city records. City clerk will have key to shed.	Records maintained per COR 4.22.1 in secure, locked file cabinets. Open/closed records properly separated.
10	Records Retention	Clerk unaware if current on records destruction. No systematic retention/destruction schedule.	Court-only access to confidential records. Destruction on records retention periods. Follows COR 8 with uniform system for retention, transfer, and destruction with pending judge approval.
11	Payment Security	Previous clerks placed payments in the vault in city clerk's office. Unknown if deposited to correct accounts. Missing funds being investigated by OSCA since 2023.	Payments secured in locked location inaccessible to public. Proper accounting procedures followed per Municipal Case Processing 4.5.
12	Staffing Levels	Two part-time clerks (30 hours and 15 hours). Backlog of unfilled cases. Storage shed full of unprocessed records.	Adequate staffing to manage day-to-day duties, court dockets, and maintain records per Section 479.060.1 RSMo without backlogs.
13	DWI Reporting Policy	No written policy for reporting inocation-related offenses to central repository provided to OSCA and Highway Patrol.	Written policy adopted and provided to OSCA and Highway Patrol per Section 479.172.1.2, RSMo.
14	Semiannual DWI Report	Unknown if January-June 2025 semiannual DWI report provided to circuit court. Not attached to MOS Certification.	Semiannual DWI disposition reports consistently provided to circuit court on time per Section 479.172.3, RSMo.
15	Case Management (Cognos)	1,773 cases on Past Events without Outcome Report. 76 pages of pending cases with no scheduled events. 4 cases disposed without sentence. 13 electronic traffic report problems.	Reviews Cognos reports immediately after court. Maintains accurate outcomes, scheduled events, proper sentences, and correct DOR reporting.
16	Plea Agreements	Plea agreements from Plead and Pay not presented to judge for approval, violating SCR 37.28(6).	All plea agreements presented to judge for signature and approval. Quarterly review of Cases Disposed by Written Guilty Plea report.
17	Bank Reconciliation	Not current. Draft reconciliations from November 2023 to March 2024. OSCA still working to reconcile accounts as of December 2025.	Monthly bank reconciliations performed. Reconciling items resolved promptly with documented adjustments to accounting records.
18	Accounts Receivable	Does not generate accounts receivable listing.	Routinely generates and reviews accrued costs list for accuracy per Municipal Clerk Manual 4.5 and COR 4.57.
19	Payment Plans	Judge's administrative order excludes certain violations from debt collection program. \$21,281 in outstanding costs not on payment plans. Not following COR 21.06, 21.07, 21.09.	All amounts not paid in full at disposition placed on payment plans in Show Me Courts. Participants in Court Debt Collection and Tax Offset programs per COR requirements.
20	Outstanding Checks	Nine outstanding checks from March-May 2025 have not cleared. Status unknown.	Monthly liabilities list prepared and reconciled. Outstanding checks promptly investigated for stop payment/return as needed.

* much of this info is verified on city of Ferguson's website

21	Community Service Receipts	Not providing non-monetary receipts to defendants for community service.	Non-monetary receipts provided to all defendants performing community service.
22	Fee Adjustments	Six pages of cases on Fee Adjustment Report. No detailed text box explanations for adjustments.	Uses Text Box to document detailed reasons for all fee adjustments. Judge periodically reviews for financial oversight.
23	Financial Documentation Issues	Undeposited money orders. Cash deposited to wrong account (-4945 instead of -1209/-8062). Credit card deposits missing trail. Over \$30,000 in open bonds. \$381.50 miscellaneous cash found. Account overdrawn June 2023.	All payments properly deposited to correct court accounts. Complete audit trail for all payment methods. Bonds properly reconciled. No unexplained cash or overdrawn accounts.
24	Ticket Filing Procedures	Tickets filed days before or after court dates (ongoing issue through December 2023).	Tickets filed timely with adequate notice before court dates. Proper coordination with police and prosecutor's office.