



Docket Book and the Audit Process

Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-322

The docket book is an integral part of the municipal court audit process. The information included in the court docket should contain the original ticket number or warrant number and the receipt number for payments. The receipt for any payments should contain the ticket number or warrant number and the docket number. The original ticket or warrant should contain the docket number and the receipt number. This cross referencing of numbers helps ensure the integrity of the municipal court process (Internal Control and Compliance Manual for Tennessee Municipalities, Office of the Comptroller; Title 5, Chapter 15, §§ 13-28 (updated 6/30/10)).

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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