WEEKLY

- SEND BMV REPORTS
 - Get BMV response files within 5 days of sending reports
- SEND NRVC FORMS

MONTHLY

- REPARATIONS ROTARY—due by the 20th of the following month
- DISBURSAL TO THE CITY/VILLAGE—due the 1st Monday of the following month

QUARTERLY

SUPREME COURT

- 1st quarter report due April 15th
- 2nd quarter report due July 15th
- 3rd quarter report due October 15th
- 4th quarter report due January 15th

ANNUALLY

- CASE NUMBERING—nothing to change—case numbers will change on their own based on the file date
- RECEIPT NUMBERS/WARRANT NUMBERS— Only change if your internal policy is that the year is part of the number. Do NOT change until after all payments posted. Change warrant # before entering 1st warrant of new year.

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