

COURT REVENUE ASSISTANT PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What is a “suspense account” in court revenue management?**
 - A. A Trust Account for Client Funds
 - B. An Emergency Reserve Used Only for Disaster Recovery
 - C. A Suspense Account Used to Temporarily Hold Unidentified or Unresolved Payments Until They Are Correctly Applied to the Appropriate Case or Account
 - D. A Separate Ledger for Long-Term Investments
- 2. Which term corresponds to the code 66?**
 - A. DNA Fee
 - B. Surcharge
 - C. Summons
 - D. Bail
- 3. Which label corresponds to the Criminal category?**
 - A. FA
 - B. CI
 - C. CR
 - D. SU
- 4. Which of the following terms describes a check used in place of cash when traveling for greater security?**
 - A. Traveler’s check
 - B. A bail bond
 - C. Remission of bail
 - D. Fee
- 5. What should accompany adjustments or refunds made during fee dispute resolution?**
 - A. An audit trail documenting the rationale and steps taken.
 - B. A separate unrelated memo.
 - C. A quick phone call.
 - D. A note in the ledger without details.

- 6. In the described example, what is the total initial filing cost for a civil case?**
- A. \$300
 - B. \$250
 - C. \$50
 - D. \$320
- 7. What is a traveler's check?**
- A. A type of bail bond
 - B. A balance in the bank
 - C. A charge added to the usual cost
 - D. A check used in place of cash when traveling for greater security
- 8. Which term describes a court proceeding where the charges are advised and a plea is entered?**
- A. Case Number
 - B. Arraignment
 - C. Deposit
 - D. Settlement
- 9. Which document governs privacy and disclosure of court records, affecting what revenue information can be shared?**
- A. Court Records Policy and Applicable Privacy Laws or Public Records Law; Confidentiality Rules
 - B. Internal Revenue Service Guidelines
 - C. Financial Statement Policy
 - D. Court Records Privacy Policy
- 10. On the unique identification number used in court transactions, which digits indicate the amount of the transaction?**
- A. Digit 5 on the unique identification number
 - B. Digits 6-7 on the unique identification number
 - C. Digits 8-10 on the unique identification number
 - D. Transaction Receipt Number

Answers

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1. C
2. D
3. C
4. A
5. A
6. A
7. D
8. B
9. A
10. A

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Explanations

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1. What is a "suspense account" in court revenue management?

- A. A Trust Account for Client Funds
- B. An Emergency Reserve Used Only for Disaster Recovery
- C. A Suspense Account Used to Temporarily Hold Unidentified or Unresolved Payments Until They Are Correctly Applied to the Appropriate Case or Account**
- D. A Separate Ledger for Long-Term Investments

In court revenue management, a suspense account is a temporary holding place for payments that can't yet be identified or correctly allocated to a specific case or account. This keeps money in the system and the ledger accurate while you determine where it truly belongs. The key idea is to preserve an audit trail: each receipt placed in suspense is documented, and once the correct case or account is determined, the funds are moved out of suspense to the proper record. This isn't about client trust funds, disaster reserves, or long-term investments. A trust account holds client money with separate regulatory rules; a disaster or emergency reserve is about risk funding, not payment misallocation; and a separate ledger for investments tracks assets, not miscellaneous payments awaiting assignment.

2. Which term corresponds to the code 66?

- A. DNA Fee
- B. Surcharge
- C. Summons
- D. Bail**

In this revenue coding system, each payment type used by the court is assigned a specific numeric code for quick entry and reporting. The code 66 is mapped to Bail, which refers to money or property pledged to secure a defendant's release from custody with a promise to appear in court. Bail is distinct from the other options because it is not a service fee or a document. A DNA Fee is a charge related to DNA testing, a Surcharge is an additional fee added to a base payment, and a Summons is a notice telling a person to appear in court. These have different meanings and, in the system, their own codes separate from the bail code.

3. Which label corresponds to the Criminal category?

- A. FA
- B. CI
- C. CR**
- D. SU

In this labeling system, each category is given a short code, so the Criminal category is represented by CR. CR directly stands for Criminal, making it the exact match for that category. The other codes correspond to different categories and do not convey Criminal, so they don't fit.

4. Which of the following terms describes a check used in place of cash when traveling for greater security?

A. Traveler's check

B. A bail bond

C. Remission of bail

D. Fee

Traveler's checks are designed to be used instead of cash when you travel for greater security. They're purchased with funds and can be cashed later, but they require the purchaser's signature when issued and countersignature when used, which helps prevent unauthorized cashing. If they're lost or stolen, the issuer can replace them, up to the signed amounts, reducing the risk of losing money while traveling. This security feature makes them the best fit for describing a check used in place of cash during travel. The other terms relate to bail and fees rather than payment instruments for travel.

5. What should accompany adjustments or refunds made during fee dispute resolution?

A. An audit trail documenting the rationale and steps taken.

B. A separate unrelated memo.

C. A quick phone call.

D. A note in the ledger without details.

When adjustments or refunds occur in fee dispute resolution, you need an audit trail that records the rationale and every step taken. This keeps the process transparent and traceable: it shows why the adjustment was warranted, exactly what actions were performed, who authorized them, and when those actions happened. Including supporting documents, references to applicable policy, and the resulting amounts ensures the change can be reconciled later and reviewed if needed, protecting against misstatements and disputes. Other approaches, like a separate memo that isn't linked to the adjustment, a quick phone call, or a bare ledger note without details, don't provide the necessary context or permanence to verify what happened and why.

6. In the described example, what is the total initial filing cost for a civil case?

A. \$300

B. \$250

C. \$50

D. \$320

The amount represents the base filing fee charged by the court to start a civil case. In the scenario described, the court sets the initial filing fee at \$300, and other costs (like service of process, copies, or sheriff fees) are typically billed separately or later, not as part of the initial filing. So the total initial filing cost is the base filing fee of \$300, making that amount the correct choice. The other figures would correspond to additional charges not paid at the moment of filing.

7. What is a traveler's check?

- A. A type of bail bond
- B. A balance in the bank
- C. A charge added to the usual cost
- D. A check used in place of cash when traveling for greater security**

Travelers checks are prepaid checks issued by banks or financial institutions that you buy before a trip to use instead of cash. They're designed for travel because they offer security: the funds are guaranteed by the issuer, and if a check is lost or stolen you can usually get a replacement, provided you have the receipts and follow the issuer's procedures. You sign them when you buy them and countersign when you use them, which helps protect against misuse. They can be cashed or spent like money in many places, often with identification, and they're valued worldwide. The main advantage is reducing the risk of carrying large amounts of cash while still letting you make purchases or obtain local currency. Keep in mind that acceptance can vary, and there may be fees or limits; with today's cards and digital payments, traveler's checks are less common, but they remain a secure travel option.

8. Which term describes a court proceeding where the charges are advised and a plea is entered?

- A. Case Number
- B. Arraignment**
- C. Deposit
- D. Settlement

Arraignment is the court proceeding in which the charges against the defendant are formally advised (read) and the defendant enters a plea. After arrest and charging, this hearing ensures the defendant understands what they're charged with, is informed of their rights, and can respond with a plea such as guilty, not guilty, or no contest. Bail decisions or conditions may also be addressed at this stage. In contrast, a case number is simply the docket identifier for the file; a deposit is money held as security and not a hearing; and a settlement is an agreement to resolve the case, which may occur before or after a trial but does not describe the proceeding where charges are read and a plea is entered.

9. Which document governs privacy and disclosure of court records, affecting what revenue information can be shared?

- A. Court Records Policy and Applicable Privacy Laws or Public Records Law; Confidentiality Rules**
- B. Internal Revenue Service Guidelines
- C. Financial Statement Policy
- D. Court Records Privacy Policy

This question is about how privacy and disclosure of court records are governed and how that governs what revenue information can be shared. The best answer recognizes that court records must be handled under a set of rules that includes the court's own Records Policy plus the applicable privacy laws or public records law and the confidentiality rules that protect sensitive information. These laws and rules tell you what can be disclosed, what must be redacted, who may access the records, and under what circumstances revenue-related details can be shared. In practice, you need both the court records policy and the legal/privacy framework to ensure compliance when sharing revenue information tied to court records. IRS Guidelines govern tax data, not court-record privacy. A Financial Statement Policy covers internal financial reporting rather than rules about court records. A standalone Court Records Privacy Policy might exist, but without the accompanying privacy laws and public records requirements, it wouldn't fully address what may be shared.

10. On the unique identification number used in court transactions, which digits indicate the amount of the transaction?

- A. Digit 5 on the unique identification number**
- B. Digits 6-7 on the unique identification number
- C. Digits 8-10 on the unique identification number
- D. Transaction Receipt Number

The digits in a court transaction's unique identification number are arranged so each position carries specific data. In this system, the amount is encoded in the fifth digit, so you can read the amount directly from that single position. Digits six and seven serve a different purpose, and digits eight through ten represent yet another data segment, not the amount. The Transaction Receipt Number is a separate identifier and isn't used to convey the amount within the unique ID. So the fifth digit is where the amount information is stored.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://courtrevenueassistant.examzify.com>

We wish you the very best on your exam journey. You've got this!

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