

Jury Payments

Resources:

- [UCA 78B-1-101](#), [UCA 78B-1-114](#), [UCA 78B-1-119](#), [UCA 78b-1-150](#), [UCA 77-21-3](#) and [Rule 4-405](#).
- [Personnel Policies and Procedures, 400.08](#)
- Section 10-05 Forms and Instructions for various forms such as: [Jury & Witness GAX \(location code\) prefix codes](#) and [process for paying Jury meals](#)
- [Mapquest](#) or [State Mileage chart](#); [Sample letter](#) to request reimbursement for an overpayment.

Policy:

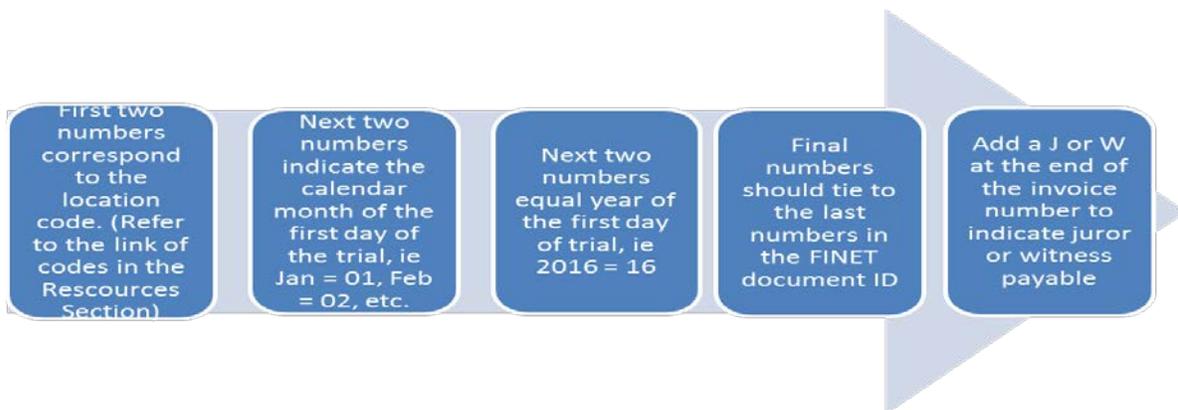
1. When juror expenses are ordered paid by an attorney (UCA 78B-1-114) the fee is credited back to the Jury and Witness Fund. This payment is receipted to the very case under 'Miscellaneous, Other- Jury Fee'.
2. Every juror and witness legally required or in good faith requested to attend a trial court of record or not of record or a grand jury is entitled to:
 - a. \$18.50 for the first day in attendance and \$49 for each subsequent day of attendance; and
 - b. if traveling more than 50 miles, .25 cents a mile after 50 miles actually and necessarily traveled (one way *only*).
3. Meals and refreshments are not allowed for 'prospective jurors' only those who have been impaneled.
4. Each court shall have an individual and an alternate designated to input juror/witness payments into FINET (via Internet Explorer or Mozilla Firefox as Google Chrome creates a host of performance issues). To be given access, the [state form SA-8](#) is to be completed. Contact the AOC Budget Department for assistance.
5. The Clerk of Court, or a designee, shall reconcile FINET reports and the list of jurors/witnesses summoned or subpoenaed each month.
6. Any discrepancies must be reported to the AOC Finance Director immediately upon discovery.
7. Overpayment errors/omissions may be corrected by the payment clerk. If there is a problem with a duplicate payment prior to the FINET payable being approved, it can be rejected and corrected. Once issued, the court will send a letter requesting the overpayment be reimbursed. ([Sample Letter](#))
8. Each court must indicate those responsible for reconciliation of FINET reports and the register of jurors/witnesses summoned or subpoenaed, as part of that court's separation of duties model.

9. Employees of the State Courts serving as either jurors or witnesses under the terms of this section while on administrative leave should accept payment and then turn the payment over to a supervisor who will forward to the AOC to be received as a "refund of expenditure" in the local court's Personal Services budget. (See Personnel Policies and Procedures, 400.08)
10. Employees of the State Courts serving as either jurors or witnesses under the terms of this section while on annual leave should be compensated just as any juror or witness.
11. Any expenses not covered in this section are the responsibility of local government.
12. Juror payables shall be coded to the following units:
 - a. 0071 – Juror payments (object 7017) and mileage (object 6004) bus pass/parking (object 6166).
 - b. 0073 – Meals (object 6271) and other expenses such as jury postage, questionnaires, tags/badges, etc.
13. Payments to jurors shall be entered in FINET within 10 calendar days of the last date of service by the juror.
14. If the check is lost and needs to be cancelled and reissued, the "[Lost Check Replacement Form](#)" is to be completed.

Procedures:

Payments are entered locally into FINET and approved by the AOC. Payments can be verified by printouts the day after the payments have been posted to FINET. They subsequently appear in the monthly FINET reports.

1. When entering a jury payment, the following process should be used to assign an invoice number:
 - a. The first two digits correspond to the new juror location codes
 - b. The following two numbers correspond to the calendar month
 - c. The next two digits correspond with the calendar year
 - d. The final numbers should be the auto-number associated with the document ID created for the payable within FINET.
 - e. Invoice date is the first day of the trial.
 - f. Example of an invoice number: If a jury trial started today in Salt Lake City, the invoice number look like this: (17 = SL District) + (02 = February) + (17 = 2017) + (123 = last numbers of the Document ID after the zeros) + (J for juror) Invoice number example would be 170216123J.



2. Payment for service
 - a. Using the state FINET system, issue a check to each entitled juror upon completion of service (\$18.50 for the first or a single day of service; \$49 for each additional day).
3. Payment for mileage (Google Maps or the state mileage chart can be used for calculation of miles)
 - b. When necessary, issue a check for mileage payment only, using the state FINET system.
 - c. Pay \$.25 for each mile traveled ONE WAY, after the first 50 miles claimed.
4. Payment for Meals and Refreshments
 - a. Jury meal and refreshments expenses can be charged to the local charge account set up by the court. Meals can be purchased for the judge, bailiff, and other court employees when the jury is in deliberation and must be paid for from the local court budget. Payment is made using a GAX document in FINET. Refer to [Section 08 Accounts Payable – Payment Processing Section 08-00.](#))
 - b. Purchasing cards may also be used for jury meal and refreshment expenses so long as the proper documentation is retained for the p-card log.
 - c. Jury refreshments \$4.00 per [Rule 4-405](#). For meals see [Section 12-01.00 Per Diem Rates](#). Meals/refreshments for prospective jurors are not allowed per rule.
 - d. Gratuity may be added to the allowed state per diem rates for purposes of applying this policy. For food that is delivered, the tip shall not exceed 10% if the delivery charges are included on the bill. If there is not an added delivery charge, the tip shall not exceed 15%.
5. Payment for Lodging
 - a. As per Rule 4-405 lodging can be paid under any of the following circumstances:
 - i. If the judge orders the jury sequestered, or
 - ii. if the juror must travel more than 100 miles one-way from the juror's residence to the courthouse and the judge orders that lodging be paid, or
 - iii. if the judge orders that lodging be paid due to inclement weather.

- b. Direct billing from local hotel/motel to the local court should be established. The hotel/motel can be paid as other vendors are paid, through the state FINET system.

Payment to State Court Employee serving as a juror regardless of the level of court (Federal, District, Justice)

- 1. Pay the employee just like any other juror. Based on the type of leave the employee decides to claim, the following shall occur:
 - a. Employees serving as either jurors or witnesses under the terms of this section while on ***annual leave*** should be compensated just as any juror or witness.
 - or
 - b. If the employees jury service was done on ***administrative leave***, the employee must endorse the check over to the State Courts and turn into a supervisor.
 - c. Supervisors are to submit the check(s) to the AOC with a note attached reflecting the employee's home unit for proper credit as a 'refund of expenditure" to Personal Services.

<http://www.utcourts.gov/resources/rules/ucja/view.html?rule=ch04/4-405.html>