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BUDGET BULLETIN	NUMBER 322	August 9, 1999
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Sanctions and Court Costs Revenues

Attached is an amended Part IV / Chapter 3.120.3 of the Financial Planning & Control Manual. This section describes procedures for the proper classification and transmittal of revenues resulting from financial sanctions and court costs awards imposed pursuant to Parts 130 and 130-a of the Rules of the Chief Administrator.

This update is being issued at the request of the Executive Director and Counsel to the Board of the Lawyers' Fund for Client Protection. Beyond making various technical corrections, this bulletin is intended to remind courts and agencies that when a financial sanction is imposed upon an attorney, it is important that a copy of the Court's Order be forwarded to the Lawyers' Fund for Client Protection, the special revenue fund to which such monies are to be credited.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the collection, classification, or transmittal of UCS revenues, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM
 FOR ADMINISTRATIVE
 PURPOSES ONLY

Joseph M. DeChants

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