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UNIFIED COURT SYSTEM
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BUDGET BULLETIN	NUMBER 248	October 4, 1993
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Special Payment Procedures - Non-Employees (Non-Salaried and Other) Serving the Unified Court System

This bulletin amends Budget Bulletins 178, 208 and 238, dated December 24, 1987, September 20, 1989 and March 15, 1993 respectively, in regard to the reimbursement of expenses incurred by Judicial Hearing Officers, non-salaried task force/committee members, court-appointed attorneys and other non-employees who serve the Unified Court System (UCS) in various capacities.

Judicial Hearing Officers (JHO's)

Judicial Hearing Officers shall be reimbursed for travel expenses incurred in the performance of their official duties under the same rules applied to and at the same rates paid to judges, justices and management confidential nonjudicial employees.

Task Forces/Advisory Committees

Non-salaried members of UCS task forces, advisory committees or other special commissions shall be reimbursed for travel expenses incurred in the performance of their required duties under the same rules applied to and at the same rates paid to judges, justices and management confidential nonjudicial employees.

Court-Appointed Attorneys/Other Non-Employees

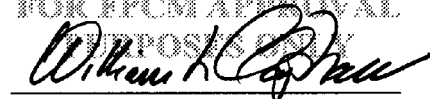
Effective immediately, consistent with the applicable reimbursement provisions of Part VI of the UCS Financial Planning and Control Manual, court-appointed attorneys and other non-employees serving the UCS in various capacities shall be reimbursed for mileage incurred in the performance of their required duties at the prevailing rate paid to represented nonjudicial employees. Currently, this rate is \$.25 per mile and applies to Arbitrators; SCAR Hearing Examiners; Law Guardians; attorneys and nonlawyer professionals appointed pursuant to section 35 of the Judiciary Law, or section 722-c of the County Law; and examiners responsible for reviewing the accounts of estates valued at less than \$5,000, as provided in section 81.32(f) of the Mental Hygiene Law.

Out-of-Pocket Expenses

In addition to any authorized per diem or per case payment due, Judicial Hearing Officers, SCAR Hearing Officers, arbitrators and, where permitted pursuant to the rules of the respective Appellate Divisions, examiners responsible for reviewing the accounts of estates of less than \$5,000 in value shall be entitled to reimbursement for reasonable out-of-pocket expenses for supplies, postage, telephone, etc. Such expenses may only be reimbursed upon presentation of a signed statement from the payee certifying that the expenses are directly related to their official assignment.

Please contact this office if there any questions regarding these reimbursement rate guidelines.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL



William L. Clapham