



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 106	January 8, 1988
SUBJECT: Payment for Jury Service	

The Office of Budget and Finance (OBF) is frequently contacted for information regarding jury service payments. Most often, jurors awaiting payment are directed to OBF by the Office of the State Comptroller.


Commissioners of Jurors and the New York City County Clerks should be advised to instruct prospective jurors as to the appropriate contact point for inquiries relative to payment for jury service. A phone number for the administrative office that actually processes the jury payroll should be provided to each juror. Jurors should not be instructed to contact the Office of the State Comptroller or the Office of Budget and Finance. Neither office has all of the information necessary to respond to specific juror inquiries.

The information necessary to respond to such inquiries regarding juror payments is available via the automated Jury Management System (JMS). At the conclusion of each court term the following information can be obtained through JMS:

1. Index Number
2. Name and term of court
3. Voucher number under which payment will be issued
4. Payment date requested on the voucher
5. Date voucher was submitted to OSC
6. Actual payment date and check number

The above data should be sufficient to respond to most if not all inquiries relative to payment for jury service.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL



William L. Clapham