STEP-BY-STEP INSTRUCTIONS FOR FILLING OUT THE JUROR DISTRIBUTION PAYMENT VOUCHER:

The following instructions are based on requirements set forth by the Department of Finance and Administration (DFA). These are not in the current edition of the Magistrate Court Clerk's Manual. However, the manual is being revised and this information will probably be added to the update. Failure to follow any of the following steps may result in delay of payment of jurors.

Before beginning, please note the following:

A.   As required by DFA, the minimum number of jurors or payees per distribution payment voucher is 2, the maximum is 30. If you have more than 30 jurors, then two or more distribution payment vouchers will need to be submitted.

B.   As required by DFA, documents can no longer be handwritten. These forms must be typed or computer generated*. (*NOTE: this requires prior approval from DFA thru the AOC).

C.   Distribution Payment Vouchers must be submitted to the AOC, Fiscal Services Department, in duplicate (original plus one copy). A copy of the jury pay sheet <u>must</u> be attached to the copy (for AOC files). (See Jury Payment Guidelines, p. 3, Section C - Documentation Required and p. 4, Sec. IV - Processing of Vouchers)

DISTRIBUTION PAYMENT VOUCHER (Cover/Top Sheet):

        Type:. Admin. Office of the Courts <u>or</u> AOC

        Page number should read as follows: "1 of (# of pgs.)" (if you have a total of 5 pages, then "1 of 5")

3.   Type: Today's date

4.   Type: 218

        LEAVE BLANK

6.   Type: 012

7.   Type: 0100

8.   Type: 0791

        Type: Jury Fees - ___(County/City or Town)___ Magistrate Court

10.   Total Amount of Voucher (from last page) - see #30

        This area must contain the following information: Date(s) of Jury Service and Case No./Name

12.   This area should be signed by the person who prepares and/or verifies the document (Jury Payment Guidelines. p. 4, Section IV)

13   LEAVE THIS AREA BLANK

CONTINUATION SHEET(S): (PLEASE NOTE: The following instructions apply to all continuation sheets; #14 thru #17 apply to each sheet and #18 thru #25 apply to each payee on each sheet.)

14. As in no. 2 - this page should read "2 of (# of pgs.)" and so forth on the following pages - for as many pages as you have (ex: 2 of 5; 3 of 5; 4 of 5; and 5 of 5).

15. Type: Today's date

16. Type: 218

17. LEAVE BLANK

18. Begin with "1" and continue with "2, 3, 4, etc." until last payee on last page.

19. Type: M218

20. Payee name and address

21. Number of juror hours served (rounded to nearest quarter hour) - [Jury Payment Guidelines, p. 2, Section B(3)(b)]

22. Calculation of juror hours multiplied by the most current minimum wage ($5.15 at present)

23. Number of miles juror is claiming (rounded to nearest whole number/mile); if none, then leave blank - [Jury Payment Guidelines, p. 2, Section B(3)(b)]

24. Calculation of number of miles multiplied by $ .25/mi.

25. Total of "Juror Pay" box and "Mileage Pay" box.

LAST PAGE ONLY: (Totals should be on last page ONLY; on all other pages, this area should be left blank)

26. Total of all columns for "Juror Hours"

27. Total of all columns for "Juror Pay"

28. Total of all columns for "Number of Miles"

29. Total of all columns for "Mileage Pay"

30. Total of all columns for "Amounts" - (*NOTE: This should also be same as amount on front cover sheet (No. 10).