



NEW YORK STATE
Unified Court System

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Division of Financial Management

DFM Bulletin

Number 0802

January 7, 2008

TO : Holders of the Financial Planning and Control Manual,

SUBJECT: Part-Time City, Town or Village Judge Assigned Temporarily to a Town or Village Court

*** This bulletin supercedes Budget Bulletin No. 373 dated 12/12/07**

Attached is Administrative Order AO/599, dated November 15, 2007 and effective July 18, 2007. This order adds a new section 126.2 to the Rules of the Chief Administrator which provides for the per diem compensation of part-time judges and justices of a city, town or village court who are temporarily assigned to a town or village court pursuant to section 106(2) of the Uniform Justice Court Act.

Judges and justices assigned pursuant to this section shall be compensated in accordance with the provisions of 22NYCRR section 126.1, that is, at a maximum rate of \$250 per diem for in-court services and at a rate of \$125 per diem for in-court services of one-half day or less. Judges so assigned shall also be eligible for reimbursement of out-of-pocket expenses as provided in 22NYCRR Part 102.

Per diem payment to judges pursuant to these provisions shall be processed via the Judicial Assignment Compensation Form CP-33 (attached), which is to be submitted to the appropriate UCS district/administrative office, for subsequent processing by Payroll.

Reimbursement of out-of-pocket expenses shall be processed via the judicial expense voucher (JC-2007), which is also to be submitted to the district/administrative office and to be charged to state funds allocated for the support of town & village court operations.

In addition, 22NYCRR Part 102 has been amended to include City Court Judges in the general definition of the judges eligible for reimbursement of expenses incurred during the performance of judicial duties outside the county in which chambers are provided. This is to accommodate those full-time City Court Judges who may be temporarily assigned to County or Family Court in counties outside of their own.

Please ensure distribution of this bulletin to all personnel who may be responsible for the processing of, or the monitoring of internal controls relating to, payment or reimbursement of judicial expenses.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY



Charles J. Hughes

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the powers vested in me, and upon consultation with the Administrative Board of the Courts, I hereby amend, effective July 18, 2007, sections 102.0(a), 102.6 and Part 126 of the Rules of the Chief Administrator, relating to the compensation and expenses of certain judges and justices, to read as follows:

§102.0(a). General. (a) This Part shall apply to the reimbursement of expenses designated herein incurred by a judge of the Court of Appeals, a justice of the Supreme Court, including a justice of the Appellate Division or Appellate Term, and a judge of the Court of Claims, County Court, Surrogate's Court, Family Court, District Court, and Civil and Criminal Court of the City of New York, and a full-time judge of a City Court outside the City of New York, who is assigned to perform judicial duties outside the county wherein such judge is provided chambers.

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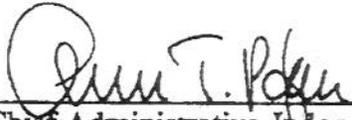
§102.6. Reimbursement for Intracounty Travel. Traveling expenses incurred by a judge or justice to whom subdivision (a) of section 102.0 of this Part applies, [or a judge of a city court outside the City of New York,] during the performance of judicial duties within the county in which he or she is provided chambers, will be reimbursed if such travel occurred in accordance with a plan submitted, by an administrative judge on behalf of one or more judges or justices, to the Chief Administrator of the Courts, and approved by the Chief Administrator.

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PART 126. COMPENSATION AND EXPENSES OF JUDGES AND JUSTICES
TEMPORARILY ASSIGNED TO A CITY COURT OR A JUSTICE COURT

§126.1. General. Each part-time judge or justice of a city, town or village court who is temporarily assigned to a city court pursuant to section 107 of the Uniform City Court Act, shall receive \$250 per day, or such lesser amount as his or her order of assignment may specify, for each day or part thereof during which such judge or justice actually performs judicial duties in accordance with such assignment in a courtroom or other facility designated for court appearances, provided that a judge or justice who performs such judicial duties for one half day or less shall receive \$125 per day. There shall be no compensation for out-of-court work performed by any such judge or justice while on temporary assignment. Such judge or justice shall be reimbursed for out-of-pocket expenses reasonably or necessarily incurred in the performance of his or her duties while on temporary assignment in accordance with the provisions of Part 102 of this Title.

§ 126.2 Each part-time judge or justice of a city, town or village court who is temporarily assigned to a town or village court pursuant to section 106(2) of the Uniform Justice Court Act shall receive compensation as set forth in section 126.1 of this Part if the temporary assignment is the result of the death, disability or other incapacity of a justice in the receiving court, or any vacancy in that office.


Chief Administrative Judge of the Courts

Dated: November 15, 2007

AO/ 599 /07

Instructions for CP-33

JUDICIAL ASSIGNMENT COMPENSATION CLAIM FORM

PLEASE COMPLETE THIS FORM USING CAPITALS. USE THE TAB KEY TO NAVIGATE THROUGH THE FORM, USING DROP DOWN ARROWS WHERE APPLICABLE.

Enter the following information in the top section of the form: Last name, first name, middle initial of assigned judge, the social security number, department (using the drop down). This form requires signature of the assigned judge and date.

Section 1: Use this section for: FULL TERM (20 days) ASSIGNMENT ONLY. Using the drop downs select the COURT assigned to, the NUMBER OF THE TERM, and select either the COUNTY or CITY to which assigned.

Section 2: Use this section for: WHOLE DAY ASSIGNMENTS ONLY. Using the drop downs select the COURT assigned to, and select either the COUNTY, CITY or fill in the LOCALLY FUNDED TOWN OR VILLAGE COURT to which assigned full days and list the dates in the space provided.

Section 3: Use this section for: HALF DAY ASSIGNMENTS ONLY. Using the drop downs select the COURT assigned to, and select either the COUNTY, CITY or fill in the THE LOCALLY FUNDED TOWN OR VILLAGE COURT to which assigned half days and list the dates in the spaces provided.

Have the form approved and signed by your local administrative judge/supervising judge.

The completed and signed CP-33 should be submitted to the payroll office as soon as the temporary assignment concludes.

**Fully executed forms may be scanned to the payroll mail box at:
PR_OPS_EMP_FORMS@COURTS.STATE.NY.US**

JUDICIAL ASSIGNMENT COMPENSATION CLAIM FORM

LAST NAME	FIRST NAME	MI
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SOCIAL SECURITY #	DEPT ID	WORK PHONE NUMBER
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<input type="text"/>	_____ ↓ () -
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SIGNATURE OF ASSIGNED JUDGE	DATE
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<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>
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SECTION 1- COMPLETE THIS SECTION FOR FULL TERM (20 days) ASSIGNMENTS:

I hereby certify that I have been temporarily assigned to: _____ ↓ for the full term of _____ ↓
in the following county _____ ↓ or city _____ ↓

SECTION 2 - COMPLETE THIS SECTION FOR WHOLE DAY ASSIGNMENTS:

I hereby certify that I have been temporarily assigned to: _____ ↓ in the following county _____ ↓
city _____ ↓ or town/village _____ on the days list below:
(Name of locally funded town or village court)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION 3 - COMPLETE THIS SECTION FOR HALF DAY ASSIGNMENTS:

I hereby certify that I have been temporarily assigned to: _____ ↓ in the following county _____ ↓
city _____ ↓ or town/village _____ on the days listed below:
(Name of locally funded town or village court)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approved by: _____
Administrative Judge/Supervising Judge

Date: / /
(Required for processing)

