



NEW YORK STATE
Unified Court System

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DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Returned Juror Payments - New JMS Update Requirement

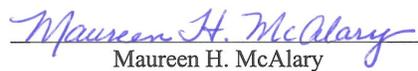
Currently, all juror payments returned to Treasury are forwarded to the Office of Court Administration, Division of Financial Management (DFM) where they are processed as a Refund of Appropriation. District Offices and Commissioners of Jurors will be notified by DFM via email of the refund including juror number, check number, and amount, for use in updating the Jury Management System (JMS).

In order to maintain the security of juror information, juror payments will not be keyed directly into the new Statewide Financial System but will be drawn from the JMS. This change will require the Unified Court System to track 1099 information through the JMS for tax purposes, effective immediately. To properly account for returned juror payments in the 1099 process, the Commissioner of Jurors will be responsible for updating the JMS to reflect these returns (see [Systems Development Bulletin No. 1-2011](#) for additional processing information).

Any returned juror payments sent directly to District Offices should be processed by the District Office and notification sent to the corresponding Commissioner of Jurors to update the JMS.

Please ensure distribution of this bulletin to all personnel who may be responsible for the processing of, or monitoring of internal controls relating to, juror payments.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Maureen H. McAlary