



**NEW YORK STATE**  
**Unified Court System**

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**SYSTEMS DEVELOPMENT**  
**BULLETIN**

**JURY**  
**NO. 1 - 2011**

**January 31, 2011**

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**TO: ALL JURY MANAGEMENT SYSTEM USERS**

**SUBJECT: NEW CODE FIELDS ON SERVICE UPDATE SCREEN**

**EFFECTIVE: 2/01/2011**

New CODE fields have been added to the Service Update Screen (Routine 8). The new fields are located under the A/C Payment Information section of the screen. There is one code field for each check, located on the far right of each check line. See Illustration A below.

When the COJ is notified by the District office that a check has been refunded or reissued, the code field for the check should be marked as either “**REF**” (refunded) or “**REI**” (reissued). For non-refunded/reissued checks, the field will remain as blank.

Note: Currently, only the three most recent checks are displayed on the screen. Therefore, any refunded or reissued checks should be marked as REF or REI as soon as this information becomes available to the COJ.

If you have any questions or problems do not hesitate to call our Help Center at 1-800-622-2522.

Tony Manisero