

Reconciliation of Jury & Witness Payments

Resources:

1. [Rule 4-405](#) Jury and Witness Fee Expenses
2. Section 10-05 Forms and Instructions, or Section 16 Forms, [16-06 Jury & Witness](#) for [OLAJ instructions](#) for witness reconciliation or [Jury reconciliation](#) procedures
3. See Section [10.05.00 Forms and Instructions](#) for a sample letter to request reimbursement for an overpayment.
4. To cancel a check, refer to State Form FI 27 "Warrant Cancellation form".

Historical note: As the New Jury Payment system was being implemented, staff was not required to reconcile jury payments from February-November 2018. The instructions given in November did not include the additional steps to reconcile to FINET, which were not required until July 2019.

Policy:

1. The Clerk of Court, or a designee, shall reconcile payments jurors/witnesses summoned or subpoenaed each month.
2. Any discrepancies must be reported to the AOC Finance Director immediately upon discovery.
3. If an overpayment is discovered, ensure a letter is sent to request reimbursement. The payment can be receipted back to the Jury & Witness fund in one of two ways:
 - a. receipt reimbursement within CORIS (Misc. fee- Jury Payment)
 - b. submitted to the AOC with a note to be credited to unit 0071
4. Each court must indicate those responsible for reconciliation of jurors/witnesses summoned or subpoenaed, as part of that court's separation of duties model.
5. Reconciliations are to be completed by the last day of the following month.

Procedures:

Juror Payment Reconciliation

1. By the 15th of the month or weekly, complete an Online Accounting Journal query of jury payments made during that period for the selected location (you can complete a weekly query by adding in the once a week processing date in the Acceptance Date filter). Download into Excel.
2. Obtain the Appearance Report for the period from the jury payment clerk.
3. Verify jurors paid match the “appeared,” “excused,” and the “selected” columns.
4. Verify the payment amounts are correct.
5. The number of payments from the Online Accounting Journal query should match the number of payments processed.
6. Notify the payment clerk and Clerk of Court of any discrepancies.
7. Upon completion of the juror payment reconciliation to FINET, the reconciler must date and sign the bottom of the datasheet.
8. Retain proof of reconciliation as per the retention schedule.

Witness Payment Reconciliation Procedures

1. Request the prior month’s file folder containing witness subpoenas supporting witness payments maintained by the Juror/Witness Payment Entry Clerk(s).
2. Optionally, the reconciler may use a copy of a local log of payments, if the log has been locally verified and signed.
3. Print the OLAJPlus Datasheet listing all the prior month’s witness payments. All the prior month witness payments should have been processed by the end of the following month and included in the OLAJPlus Query. The information on the Datasheet should be chronological within the month.
4. Based on the number of payments, reconcile 100% or a sample of the total witness payments. Follow the sample selection method based on the total number of witness payments for the month. For each witness payment selected for reconciliation, trace each subpoena on file to the corresponding entry on the monthly Witness Payment reports.
 - Match the Document number (GAX02095....) written on the subpoena to the TRANSACTION ID on the Datasheet. Make note of document numbers or TRANSACTION ID numbers found to be missing or out of consecutive order.
 - Next, compare the information on the subpoena to the corresponding payment on the Datasheet to determine if the amount of the payment is

correct. Consider whether the payment was for the first attendance and/or subsequent day(s) of attendance.

- Consider if mileage was paid. Determine if the mileage payment was calculated correctly.
- Determine if the subpoena was signed by the attorney authorizing the payment (certified).
- Match the witness's name listed on the subpoena to the Vendor/Provider Name listed on the Datasheet for agreement.
- Match the Invoice number written on the subpoena to the Document Description number (month/year/4digits/districtcode) listed on the OLAJPlus reports.
- Examine the Datasheet to determine that each witness was paid one payment only for each day of service.
- Document any payments listed on the Datasheet that are not supported by a subpoena on file.
- At the end of the Datasheet, document any subpoenas on file without a corresponding payment listed on the Datasheet. Bring this to the supervisor's attention.
- Enter a number from the legend below in the Results Column for each juror payment transaction reconciled on the Datasheet. Bring errors or irregularities to a supervisor's attention.
- Document the steps taken to resolve the problems identified; i.e., training, contacting AOC Finance for assistance; request for audit, etc.
- Upon completion of the witness payment monthly reconciliation, date and sign the bottom of the Datasheet to indicate the date and employee reconciling witness payments.
- Maintain a file of the reconciled Witness Payment Reports by month for AOC Finance and audit purposes.

Witness Payment Reconciliation Results (legend)

5. For each payment, write the applicable 2 digit number in the Results Column on the Datasheet
 - a. Payment is Correct and Supported by Witness Subpoena
 - b. Payment for appearance appears to be calculated incorrectly
 - c. Payment for mileage appears to be calculated incorrectly
 - d. Witness was paid more than one payment for one day of service
 - e. Subpoena is not signed by attorney (certified for payment)
 - f. Invoice number on the Witness Subpoena does not match the document description number on the OLAJPlus Datasheet
 - g. Payment listed on the Datasheet is not supported by a Witness Subpoena. This could indicate:
 - i. The witness should not have been paid; or
 - ii. A witness payment from another court is listed on the OLAJPlus Datasheet because the incorrect 2-digit prefix

number was entered by a payment clerk. (The PV number and the Document Description would not match the sequence on the Datasheet. If the Document Description provides enough information to determine that the payment belongs to another court, notify the court so their records reference the correct PV number.) Bring to the Attention of a Supervisor.

6. Document any witness subpoena(s) where a corresponding payment is not on the Datasheet. This could indicate:
 - a. The witness has not been paid; or
 - b. The payment clerk entered another court's 2-digit prefix number and it is on another court's OLAJPlus Datasheet.

To determine if the witness was paid but another court's prefix was used:

Log into OLAJPlus through the internet and enter the witness's name.

If the payment was made, but the incorrect 2-digit prefix number entered, the payment information will be displayed. Notify the court so their records reference the PV number where the payment was charged. Bring to the attention of a supervisor.