

Judicial Operations Budget

Background:

Policy approved by the Judicial Council on June 29, 1994 reaffirms a "Judicial Operations Budget" (established December 12, 1991) to provide each Judge, Senior Judge and Commissioner "a fund for expenses associated with Utah Bar activities and other similar activities."

Purpose:

The Judicial Operations Budget provides each Judge, Senior Judge and Commissioner a fund for expenses associated with Utah Bar activities and other similar activities. This budget is separate from the Judicial Education Budget and is not to be combined with out-of-state education.

Allotment: **\$500* per Judge /Senior Judge/Commissioner**

**\$500 per Judge/Senior Judge/Commissioner is included in the Courts' base budget. An additional \$400 per judge/Senior Judge/Commissioner has historically been allocated by the Judicial Council from one time carry forward funds and is typically added to budgets midyear.*

Policy:

1. The money allotted to each Judge/Senior Judge/Commissioner is for the fiscal year starting July 1 and ending June 30 of each fiscal year.
2. Monies not used in one fiscal year cannot be carried over into the new year.
3. The money must be used by the Judge/Senior Judge/Commissioner to whom it is assigned and may not be reassigned or "donated" to a colleague.
4. Any portion of the individual allotment not used will be forfeited and lapsed.
5. All or part of the individual allotment maybe used to attend the annual and/or mid-year Utah Bar Conferences, or in the alternative, may instead be used;
 - a. to purchase law-related books, including a copy of the Utah Code, subscriptions and other professional resource materials (per existing state approved guidelines);
 - b. in support of membership in professional organizations, including optional sections of the Utah Bar, attendance at in-state court-related workshops and conferences, attendance at Utah Bar activities.

- c. in support of other appropriate law-related interests or activities including **online courses and webinars**. These funds may not be used for the purchase of electronic devices or offsetting out of state education costs.
 - d. The funds shall be located in the respective Judge/Senior Judge/Commissioner Home Unit for disbursement by the Court Executive or State Court Administrator.
6. The Court Executive (or a designee) and the person serving as staff to the Board of Senior Judges shall monitor the proper dispersal of the allotment to each individual for whom they are responsible, but are not authorized to exceed or modify the allotment limitations without the advance written approval of the State Court Administrator, a copy of which is to be sent by the Court Executive, or staff to the Board of Senior Judges, to the AOC Finance Director.
 7. Judicial Council and Court Level Boards of Judges members who attend Council and Board meetings held in conjunction with Bar mid-year or annual meetings, may receive reimbursement for their necessary expenses incurred for such meetings in accordance with general policies of the Judicial Branch. These reimbursements will come from funds administered by the Administrative Office, rather than from the Home Units of the respective Judges. If individuals are reimbursed at per diem rate, they are not eligible for reimbursement for the same expenses from the Judicial Operations Budget.
 8. Reimbursement shall not exceed state guidelines for lodging, meals, and travel.

Procedures:

Responsibility Action

Court Executive/State Court Administrator (Senior Judges)

1. Review requested reimbursement to determine if proper documentation is provided and that the request meets policy.
2. Expenses allowed shall be charged to the Judge/Commissioner Home Unit.
3. Maintain a local budget (by computer or otherwise) for each Judge/Commissioner in order to monitor funds available per the policy.
4. Provide each Judge/Senior Judge/Commissioner with a copy of his/her current budget status on May 1st of each year, also showing how much was spent and lapsed by that individual in the previous fiscal year. Include a copy of the policy statements above.

Procedure to utilize funds for Optional Sections of the Utah State Bar:

1. Judges that elect to have additional bar dues covered by this budget must note this request when submitting their annual paperwork to the AOC.

2. As payment is remitted on behalf of the judiciary, the FINET GAX document will depict the judge name and invoice charged to each home unit.
3. Districts are responsible to track these expenses against the overall judge/commissioner allotment.