

# **TRIAL COURT ADMINISTRATION**

Policy 506

September 29, 2016

## **DISTRICT COURT PURCHASES**

### **SECTION 1. AUTHORITY**

Under Administrative Rule 22 and Policy 501, the Administrative Council may develop and adopt policies and procedures to ensure uniform administrative operation of the trial courts.

### **SECTION 2. PURPOSE**

To clarify what items or services will be paid by the district court from state judicial funds in the continuing working relationship with county and local governments.

### **SECTION 3. GUIDELINES MEMORANDUM**

The state court administrator shall issue a memorandum defining what the state judicial branch will pay for when the funding source for purchases is uncertain. The memorandum, which must be updated periodically is an addendum to this policy.

- A. Purchase of goods and services listed in the addendum to this policy must be made consistent with normal purchasing practices.
- B. Purchases of goods and services not listed in the memorandum may not be made or committed to without prior approval of the state court administrator. If changes are made to the list of items included in the memorandum, the state court administrator shall issue a revised memorandum for statewide application.

## **ADDENDUM**

Administrative Policy 218 addresses the authorization for expenditures.

### ***Travel and Education Expenses***

- District court pays travel expenses to attend meetings of judicial committees as a member, if asked to attend a committee, or if other meetings are called by district administrator.
- District court pays for clerk's travel expenses to attend educational and training programs sponsored by the judiciary.
- District court **does not** pay for tuition or travel to attend general computer training for county employees (i.e., WordPerfect, Windows, etc.) unless the training is mandated by the judiciary.
- Under special arrangement, a district may pay tuition and travel expenses to attend an educational program if the employee will serve as a resource to other county or state judicial employees (i.e., the judiciary could pay for a clerk's attendance at a Word or WordPerfect form development program if that individual will serve as a resource to other clerks).

### ***Communications***

- District court pays for technology related wiring costs in the courthouse to judges' chambers, courtrooms, and other state judicial offices (i.e., juvenile court).
- The district court pays its proportional share of costs incurred for bringing lines to the courthouse or office, including hubs/transceivers.
- District court pays for telephone wiring and other associated charges for state judicial offices.
- District court pays for phone line to courtroom and jury/conference room used by visiting judges.

### ***Trainer Fees***

- Under special arrangement, the district court may pay for time spent by county employees as trainers outside the county by which they are employed.

### ***Computer Software and Hardware***

- District court pays for its proportional share of operating software on county-owned servers.
- District court provides software and computers for the number of county-employed clerk of court personnel needed to perform clerk duties as determined by the weighted workload assessment for clerks.
- District court pays for required software and hardware upgrades necessary to perform clerk duties.

***Miscellaneous Operating Expenses***

***Jury Related Expenses***

- District court is responsible for jury related expenses including first class postage, forwarding expenses, envelopes, and phone calls.

***Juror Meals and Amenities***

- The district will pay for coffee, soft drinks, and fruit juice, cookies, muffins, fruits, vegetables, and similar light snacks, for juror use. Juror amenities may not exceed \$5 per juror based on the number of jurors who are ordered to report for service.
- The district will pay for juror meals if the jury is in deliberations or sequestration during regular dining hours. Meal fees per juror may not exceed the caps specified for meal allowances under Policy 301.

***Refrigerators***

- If the district establishes proper inventory controls, the district may purchase mini-refrigerators for keeping juror amenities in counties where there is normally at least six trials per year.

***Traffic Tickets***

- Traffic tickets and envelopes are not an expense of the district court.

***Furniture***

- District court pays for furniture for state judicial offices and chambers.

***Courtrooms***

***District court responsibility:***

Generally, the following furniture and furnishings will be paid for by the district court:

- chairs for district court judges and staff
- recording equipment
- sound amplification systems
- video equipment

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State Court Administrator