

UNIFIED JUDICIAL SYSTEM
Administrative Policy Manual

TABLE OF CONTENTS

PERSONNEL

100	-	Disclaimer (04/01/12)
101	-	Equal Employment Opportunity (09/24/20)
102	-	Employment Status (07/21/21)
103	-	Introductory Period (09/24/20)
104	-	Supervisory Status (04/28/21)
105	-	Work Schedule (04/04/12 effective 04/15/12)
106	-	Overtime (10/02/19 effective 10/01/19)
107	-	Pay Deductions (04/01/12)
108	-	Part-Time Employees (04/01/12)
109	-	On-Call Requirements (04/01/12)
110	-	Code of Conduct (10/01/22)
111	-	Americans with Disabilities Act (04/01/12)
112	-	Absenteeism and Tardiness (07/13/22)
113	-	Nepotism (04/01/12)
114	-	Fraternization (04/01/12)
115	-	Harassment (09/24/20)
116	-	Workplace Violence (04/01/12)
117	-	Alcohol and Drugs (11/06/19 effective 12/01/19)
118	-	Inclement Weather (10/01/22)
119	-	Time to Vote (04/01/12)
120	-	Personnel Records (12/18/19 effective 01/01/20)
121	-	Electronic Communication Devices (04/01/12)
122	-	Honor Guard Leave (04/01/12)
123	-	Professional Development (01/08/14 effective 02/01/14)
124	-	Service and Retirement Awards (07/02/15)
125	-	PERS Benefits (06/05/19)
126	-	Holidays (10/01/22)
127	-	Annual Leave (04/01/12)
128	-	Sick Leave (06/20/23 effective 07/01/23)
129	-	Leave Sharing (03/09/22)
130	-	Funeral and Burial Leave (03/17/21)
131	-	Emergency and Disaster Services Leave (11/06/19 effective 12/01/19)
132	-	Organ and Bone Marrow Donation (04/01/12)
133	-	Jury Duty and Witness Leave (04/01/12)
134	-	Military Leave (11/06/19 effective 12/01/19)
135	-	Employee Organization Leave (04/01/12)
136	-	Leave Without Pay (04/01/12)

Administrative Policy Manual
Table of Contents

137	-	Family and Medical Leave (06/20/23 effective 07/01/23)
138	-	Employee Assistance Program (04/01/12)
139	-	Lawsuits Involving Employees (11/06/19 effective 12/01/19)
140	-	Conduct (04/01/12)
141	-	Corrective Action (09/21/22)
142	-	Conflict Resolution (05/06/20 effective 06/01/20)
143	-	Reduction in Force (04/01/12)
144	-	Assisting Self-Represented Parties (04/01/12)
145	-	Education Reimbursement (01/08/14 effective 02/01/14)
146	-	Training Requirements (09/24/20)
147	-	Non-Family and Medical Leave (06/20/23 effective 07/01/23)
150	-	Compensation and Classification Plan for Classified Employees (04/01/12)
151	-	Salary Administration for Classified Employees (10/26/22)
152	-	Alternate Work Location (10/01/22)
160	-	Compensation for Judicial Referee (04/01/12)
175	-	Compensation for District Court Bailiffs (11/19/14 effective 12/01/14)
180	-	Criminal Background Checks (05/01/13)
181	-	Filling Classified Position Vacancies (08/04/21)
190	-	Temporary Rental Assistance - SUSPENDED 05/18/16 effective 07/31/16

FISCAL - GENERAL

201	-	Membership/Professional Dues Paid (02/24/16)
202	-	Technology Related Equipment for Providing Clerk of Court Services in Counties Contracting with the State (09/22/04)
203R	-	Business Cards (09/29/04)
204	-	Payment of Costs in Criminal Cases - REPEALED 05/31/06
205	-	Witness Fees & Expenses - State Employees (06/10/82)
206	-	Fees and Expenses for Court Reporters (03/31/21)
207	-	Judicial Server Support Plans (05/24/00)
208	-	Bank Accounts (05/29/02)
209	-	Financial Operations (11/29/00)
210R	-	Purchase and Maintenance of Judicial Robes (12/15/87)
211	-	State Reimbursement for County Court Transcripts - REPEALED 04/12/95
212	-	Equipment and Software Purchases - REPEALED 09/29/04
214	-	Reimbursement of District Employee Expenses (09/22/04 effective 07/1/05)
215	-	Data Access and Dissemination (06/30/99)
216	-	Minimum Specifications for Electronic Recording Equipment - REPEALED 01/29/14
217	-	Letterhead/Stationery (01/26/94)

Administrative Policy Manual
Table of Contents

218	-	Authorization to Expend Funds (09/29/04)
220	-	Cellular Phone Service (01/24/07)
221	-	Surrogate Judge Professional Dues Paid (05/07/14)
222	-	Guidelines for Planning Educational Opportunities (03/02/22 effective 04/01/22)
223	-	Investiture Ceremonies - District Court Judges (06/08/17)
224	-	District Court Judge Service Awards (06/21/17)

FISCAL - TRAVEL

301	-	Reimbursement for Meals and Lodging (07/26/23 effective 08/01/23)
302	-	Travel -- Personal Vehicle (01/10/23)
303	-	Miscellaneous Expenses on Travel Vouchers (09/13/17)
304	-	Travel Advances (11/24/93)
305	-	Travel Reimbursement for Non-State Employees (12/15/99)
306	-	Source of Payment for Travel (12/15/99)
307	-	Car Rental (06/18/97)

JUVENILE

401	-	Juvenile Court Procedure; Authority; Policy (09/11/15)
402	-	Juvenile Court Records - Confidential - REPEALED 05/01/15
403	-	Expungement - REPEALED 05/01/15
404	-	Restitution and Community Service - REPEALED 05/01/15
405	-	Detention Hearings to be Held within 24-hours - REPEALED 05/01/15
406	-	Reporting Alcohol and Drug Violations While Operating Motor Vehicle to the Director of the Department of Transportation - REPEALED 09/15/21
407	-	Electronic Monitoring - REPEALED 05/01/15
408	-	Juvenile Court Officers Shall Not Sign Petitions - REPEALED 05/01/15
409	-	Juvenile Court Time Standards (07/06/22)
410	-	Duties - Juvenile Court Officer - REPEALED 05/01/15

TRIAL COURT ADMINISTRATION

501	-	Adoption of Policies and Procedures (03/14/05)
502	-	Indigent Defense Contract Administration - REPEALED 09/13/06
503	-	Procedures for Accessing Tapes – REPEALED 05/19/23
504	-	Professional Development Administrative Personnel (12/14/15)

Administrative Policy Manual
Table of Contents

505	-	Management of Probate, Supervised Trust, Guardianship/Conservatorship, Criminal, Foster Care, Spousal Support, and Cases Involving Currently Monthly Child Support Obligations (09/05/14)
506	-	District Court Purchases (09/29/16)
507	-	Case Management Review Policy (09/27/17 effective 03/01/18)
508	-	Committee on Trial Court Legal Research Assistance (04/01/06)
509	-	Infraction Case Processing Procedure (06/14/00)
510	-	Committee on Caseflow Management (09/13/06)
511	-	Court Recording Procedures (08/06/21)
512	-	Clerk of Court Attendance in the Courtroom - Guidelines (03/14/05)
513	-	Committee on Trial Court Operations (04/01/06)
514	-	District Court Staffing Standards (08/24/04)
516	-	Court-Ordered Expenses (09/23/16)
517	-	Indigent Defense Application Fee (06/06/14)
518	-	Transcript Preparation for Indigent Cases from an Audio Record (03/14/05)
519	-	Continuing Legal Education (CLE) and Association Membership for a District Court Law Clerk (11/27/19)
520	-	Court Improvement Project Committee - REPEALED 05/21/19
521	-	Sealed and Expunged Court Record Information – REPEALED 02/10/23
522	-	Language Access Plan (06/07/23)
523	-	Preparation of Transcripts After Separation from Employment or Incapacity of Court Report (11/05/10)
524	-	Warrant Notification by Clerks of Court Staff (06/06/14)
525	-	Request to Block E-Mail Address (12/14/15)

DISTRICT COURT JUDGES

601	-	Marriage Ceremonies (amended 12/19/12 effective 01/01/13)
602	-	Reimbursement for Out-of-State Travel for Judicial Education for District Court Judges (05/02/18)