

**FILED**  
NOV 12 1991  
NOEL K. DESSAI:IT  
CLERK SUPREME COURT  
BY *[Signature]*

SUPREME COURT OF ARIZONA

ADMINISTRATIVE REQUIREMENTS FOR  
REIMBURSEMENT OF COSTS AND EXPENSES  
FROM STATE GRAND JURY APPROPRIATION

ADMINISTRATIVE ORDER NO. 91- 34

In order to administer funds appropriated to the Supreme Court pursuant to A.R.S. 21-428(B), and in accordance with the administrative authority vested in the Supreme Court by Article 6, Section 3, of the Arizona Constitution,

IT IS ORDERED THAT the following requirements are hereby adopted to govern the reimbursement of costs and expenses incurred by a county arising out of or in connection with impaneling a state grand jury and for the performing of its functions and duties or arising out of the prosecution and trial of state grand jury indictments.

**A. General Administration**

Administration of funds appropriated to the Supreme Court pursuant to A.R.S. 21-428(B) shall be under the direction of the Supreme Court's Administrative Office of the Courts. The Administrative Director of the Courts, or designee, is authorized to prescribe and adopt procedures, forms, and reports necessary for the financial administration of the appropriation.

**B. Eligible Costs and Expenses**

Direct costs and expenses incurred by a county arising out of or in connection with impaneling a state grand jury and for the performing of its functions and duties shall be eligible for reimbursement. Direct expenses would include those for jury fees, lodging, meals and mileage, and the preparation of state grand jury transcripts.

Direct costs and expenses incurred by a county arising out of the prosecution and trial of state grand jury indictments are also eligible for reimbursement. Direct costs and expenses eligible for reimbursement would include those for attorneys, interpreters, investigators, and expert witnesses who are appointed specially for the particular case or cases in question, transcripts, and juror service (fees, mileage, meals and lodging). Indirect costs arising out of the prosecution and trial of state grand jury indictments are not eligible for reimbursement.

**C. Reimbursement Procedures**

The presiding judge of the superior court in a county that incurs costs or expenses arising out of or in connection with a state grand jury impanelment or indictment may submit a reimbursement claim to the Administrative Office of the Courts for eligible costs and expenses. Claims shall be submitted at least quarterly and the presiding judge shall certify that the amount requested is owed. The certification form attached as Exhibit A to this order shall accompany all claims for reimbursement.

The format of reimbursement claims will be approved by the Administrative Director. If reimbursement of costs and expenses incurred by a county arising out of the prosecution and trial of state grand jury indictments is being sought, the claim must include an itemized listing of the expenses incurred for each defendant that identifies the nature of the expenditure. Defendants may be identified by name and/or a unique identifying case number.

**D. Funds Availability**

Reimbursement of claims for eligible costs and expenses incurred by a county pursuant to A.R.S. 21-428(B) is subject to the availability of funds appropriated to the Supreme Court for that purpose. The Administrative Director of the Courts shall have sole authority to determine the availability of funds for claim reimbursement. In the event the amount appropriated for the purposes of A.R.S. 21-428(B) is insufficient to reimburse the county for eligible costs and expenses, the Administrative Director shall notify the presiding judge of the superior court in writing that funds are not available to reimburse the claim. Reimbursement claims will be processed and paid in the order received.

**E. Financial Records and Examination**

The superior court shall maintain acceptable accounting systems, records and original source documents to support all claims for reimbursement of eligible costs and expenses.

All records and documents relevant to reimbursement claims shall be retained by the superior court for a period of three (3) years after the claim has been paid, or until after the resolution of any audit questions, whichever is longer. The Administrative Office of the Courts is authorized to inspect, audit, or have audited the records of any superior court that receives reimbursement pursuant to A.R.S. 21-428(B).

DATED AND ENTERED this 12th day of November, 1991.

FOR THE COURT:

FRANK X. GORDON, JR.  
Chief Justice

EXHIBIT A

ARIZONA SUPREME COURT  
Administrative Office of the Courts

Reimbursement Claim for State Grand Jury Expenses

Enclosed you will find the itemized statement for State Grand Jury costs and expenses incurred in \_\_\_\_\_ County for the period \_\_\_\_\_.

Please make the warrant payable to the \_\_\_\_\_ County Treasurer and send to \_\_\_\_\_ at \_\_\_\_\_.

Prepared By:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CERTIFICATION:

I hereby certify this I have examined this claim, that all amounts requested are owed, and that these expenditures were for valid public purpose in accordance with A.R.S. 21-428(B).

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Presiding Superior Court Judge

SEND TO: Arizona Supreme Court  
Administrative Office of the Courts  
ATTN: Accounts Payable  
1501 West Washington, Suite 415  
Phoenix, Arizona 85007