

# PAYROLL – WEEKLY BASIS

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April 2, 2010

Our court currently has a visiting judge sitting on a criminal jury trial that is anticipated to last approximately five weeks. He is asking if it is possible to pay one of the jurors on a weekly basis.

Our current procedure is to wait until the end of the jury trial and process payment for all the jurors at that time because we use the Jury Plus program and then email a PDF file to our Court Administration for review and processing for payment through C.A.R.S.

Does anyone have a code section that defines how payment should be made to jurors? Whether it is at the conclusion of their service or can it be on a weekly basis. Does anyone have any other processes they follow for payment of jurors? If so what authority do you follow?

1	Tina Sanderson	In Lake County, I tend to pay at the conclusion of the trial if it is a short trial. Longer trials (over 3 weeks), I pay every 2-3 weeks. In JSI, I can set payroll for either only those jurors "completed", or for "all" jurors. I generally keep it set on only for jurors completed, so I just change the settings when I am paying mid-way through a trial in order to pay jurors who are still serving. However, I don't think I would be able to pay only one juror, and not the rest. I am not sure if there are codes which pertain to how often jurors are to be paid.
2	Cathi Scamara	I process payroll weekly for my jurors whether their trial is completed or not. I use the JSI payroll program and then email the file to the Judicial Council for payment. JSI has an area in their system which you can either have set up to pay all jurors when you process payroll (which is what I do) or pay only completed jurors. I process the payroll weekly so the jurors do not have to wait a long period of time to receive their checks. I do not believe there is a code section which tells how often you must pay your jurors.
3	Bea Gin	San Joaquin, We pay all jurors once a week using JSI and sending to AOC/CARS to print and mail the checks.
4	Jordan Maxwell	San Mateo Superior Court does the same as San Joaquin.
5	Rose Hamblin	Kings County pays every Friday through the JSI Check Module and in house checks
6	Sherry Spears	Fresno does not know of a code section except for CCP 215 which specifies what the fees are but not when they are to be paid. In Fresno we pay jurors who have completed their service on a weekly basis. We make an exception for jurors on a long trial and will pay them every two weeks.
7	Edwina Harper	Yolo County, we do not pay jurors until their service is ended or the trial is complete. The exception is on a long trial and we receive a request from the Judge asking us to split the payment. This seldom occurs.
8	Diane Collins	Mendocino County pays them at the end of the trial, or every two weeks on a long trial.
9	Keri Shane	El Dorado County, I run payroll every two weeks, no matter how long the trial is, unless I am certain that the trial will end within a day or two of payroll, I would wait until the end to run payroll.
10	Dolores Curiel	Merced County pays jurors when service is ended or the trial is complete... One more thing. This is done on a weekly basis.