



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 1.01, Trial Court Organization

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

Revisions explain the policy purpose and statement; clarify the Trial Court, Judicial Council and AOC organization; add requirement for trial courts to develop processes for implementing the Trial Court Financial Policies and Procedures (TCFPP); clarify requirement for AOC approval prior to implementing any alternative procedure; remove reference to Serranus Web Site address and information; and adds the form for requesting approval for alternative procedures.

Significant Revisions

1. Sub-section 6.4.2, Item b, states that between editions of the manual, finance memos may be issued by the AOC Finance Director to modify, adopt or repeal financial policies or procedures as appropriate.
2. Sub-section 6.4.3 text was revised to be consistent sub-section with 6.4.1, “**prepared and adopted** by the AOC...” instead of “developed and implemented.”
3. Sub-section 6.4.3, Item a, adds requirement for trial courts to develop processes to guide staff in the implementation of TCFPP.
4. Sub-section 6.4.3, Item b, notes approval for trial courts to continue to rely on county processes as long as they are consistent with the TCFPP.
5. Sub-section 6.4.4 clarifies that approval by the AOC is required before a trial court can incorporate any alternative procedure, and clarifies that only the Presiding Judge or designee may submit a request to establish alternative procedure(s).

6. 7.0 Associated Documents, information for the Serranus Web Site Address and the Serranus Account Request form were removed.
7. 7.0 Associated Documents, Request for Alternative Procedure (RAP) Form was included.