



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 15.04, Change of Venue

EXECUTIVE SUMMARY OF UPDATE

POLICY PURPOSE

The purpose of this policy is to establish reimbursement procedures for the trial courts to follow in connection with costs associated with criminal Change of Venue Cases.

POLICY ISSUE(S)

This is a new policy that resulted from courts seeking guidance on change of venue cases. The premise of this policy is that neither the Transferring Court nor the Receiving Court should financially benefit from or be harmed by a Change of Venue Case. The Transferring Court must reimburse the Receiving Court for any ordinary expenditure and any extraordinary but reasonable and necessary expenditure that the Receiving Court would not have incurred but for the Change of Venue Case.

Major points of the policy:

The policy provides an outline of the process that should occur after a change of venue motion has been granted; defines the reimbursable and non-reimbursable costs, provides guidance on creating agreements between the transferring and receiving courts, the invoice process, the reimbursement process, and explains the dispute resolution process.