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INTERIM FILES, JURY



ALASKA COURT SYSTEM  
ACCOUNTING POLICY AND PROCEDURES MANUAL

PROCEDURE: SUMMARIZING WARRANT USAGE

SECTION: CD9-1

LEVEL AFFECTED: TRIAL COURTS -  
BOOKKEEPER

EFFECTIVE DATE:  
ORIGINAL RELEASE

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DEFINITION AND OVERVIEW

Summarizing warrant usage is defined as the process of reporting to the Administrative Accounting Office the numbers of all jury field warrants used by the courts during the most recent calendar quarter. The report must be submitted by the fifteenth day following the end of the quarter. The courts report the numbers of warrants on hand at the beginning of the quarter, warrants received and warrants issued during the quarter, and those on hand at the end of the quarter. The report is used to control and monitor the warrants issued to the courts. The Administrative Accounting Office is responsible for reporting warrant usage to the State's Division of Finance.

FORMS USED

The FIELD WARRANT USAGE REPORT is a single part form used for the purpose of accounting for jury warrants issued to the courts. The original of the report is forwarded to the Administrative Accounting Office.

A sample of a completed form is contained at the end of this section. Reference is made to this sample throughout this procedural section. It may be helpful to review the form prior to reading the following instructions. More information on this and other forms is contained under the title of ACCOUNTING FORMS.

**ALASKA COURT SYSTEM  
ACCOUNTING POLICY AND PROCEDURES MANUAL**

**PROCEDURE: SUMMARIZING WARRANT USAGE**

**SECTION: CD9-2**

**LEVEL AFFECTED: TRIAL COURTS -  
BOOKKEEPER**

**EFFECTIVE DATE:  
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**INSTRUCTIONS**

1. At the end of each calendar quarter, complete the applicable portions of the form "FIELD WARRANT USAGE SUMMARY" in ink: (Exhibit, Section CD9-3)
  - a. Date report is prepared. (A)
  - b. Court location. (B)
  - c. Calendar quarter ended date. (C)
  - d. Beginning and ending numbers of each block of warrants on hand (unused) at the beginning of the quarter. (D)
    - (1) This listing must agree with the numbers of warrants on hand at the end of the last quarter.
  - e. Beginning and ending numbers of each block of warrants received from the Administrative Office during the quarter. )
  - f. Beginning and ending numbers of warrants issued or voided during the quarter. (F)
  - g. Beginning and ending numbers of each block of warrants on hand (unused) at the end of the quarter. (G)
  - h. Sign the report. (H)
2. Submit the completed report to the Administrative Accounting Office within fifteen days of the end of the quarter.

**ALASKA COURT SYSTEM  
ACCOUNTING POLICY AND PROCEDURES MANUAL**

EXHIBIT: FIELD WARRANT USAGE SUMMARY

SECTION: CD9-3

LEVEL AFFECTED: TRIAL COURTS -  
BOOKKEEPER

EFFECTIVE DATE:  
ORIGINAL RELEASE

# Memorandum

Alaska Court System

TO:  Administrative Accounting Office  
Alaska Court System  
303 K Street  
Anchorage, Alaska 99501

DATE: (A)

FROM: (B) (H)

SUBJECT: Field Warrant  
Usage Report

Summarized below is our usage of jury service field warrants for the quarter ended (C):

ON HAND BEGINNING OF QUARTER		RECEIVED		USED		ON HAND BEGINNING OF QUARTER	
From	To	From	To	From	To	From	To
(D)		(E)		(F)		(G)	