

**INDIANA OFFICE OF JUDICIAL ADMINISTRATION**

**251 North Illinois St. 1600**

**Indianapolis, IN 46204**

**CLAIM FOR SERVICES AS SENIOR JUDGE**

<b>Name:</b> _____	<b>FOR IOJA USE</b>
<b>Address:</b> _____	Fund: 10340
<b>City &amp; State:</b> _____	Agency: Supreme Court
<b>Social Security or Federal ID No:</b> _____	Appropriation Name: Senior Judge
Privacy Notice: Your Social Security or Federal ID No. is requested by the Auditor of State in compliance with Federal IRS requirements (IC 4-1-8).	Object Amount (Travel from Reverse Side)
<b>FOR IOJA USE</b>	\$ _____ Mileage
	\$ _____ Meals
	\$ _____ Reimbursable Expenses
<b>TOTAL PER DIEM:</b> \$ _____ (from reverse side)	Total \$ _____ (Paid for Travel)
<b>Pay Period Ending:</b> _____	Pre-Audited by: _____

**IOJA CERTIFICATION**

I certify this claim is correct, it is a proper charge against the agency and account number indicated and payment thereof is authorized.

**CLAIMANT'S CERTIFICATION**

I hereby certify that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid. )IC 5-11-10-1)

INDIANA OFFICE OF JUDICIAL ADMINISTRATION	Date	Claimant	Date
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**Instructions**

1. List services in chronological order.
2. All claims for the covered period must be included.
3. Fractional days will be rounded down to the last whole tenth of a day.
4. A day served may not exceed 1.0
5. Meals are not reimbursable unless service involves overnight travel.
6. Claims must be filed within thirty (30) days after service is rendered.
7. Attach original receipts when reimbursable expenses are claimed.
8. NOTE: Separate direct deposits will be issued for per diem and travel expenses.
9. Even if you are not claiming travel reimbursement, you must complete the date served and court identifier number on the second page of this form.
10. A senior judge who serves substantially shorter time than the daily calendar of the court where the senior judge is serving may report fractional days of service. *Ind. Admin. 5(B)(6)* . You must complete the second side of this form to report fractional days. Fractional days no longer need to be accumulated into whole days of service.
11. Senior Judge credit for Special Judge cases and Mediation should be noted with a "S" or "M" respectively in the highlighted column on the second page.

**INDIANA SUPREME COURT  
INDIANA OFFICE OF JUDICIAL ADMINISTRATION**

Senior Judge: \_\_\_\_\_

Period Covered: \_\_\_\_\_ to \_\_\_\_\_

**Service as a Senior Judge**

	Date & Length of Service (to the last whole tenth of a day)		5 Digit Court ID #	Special Judge "S" Mediation "M" Service	Travel Between Points		Miles Round Trip	Meals Service Overnight	Reimbursable Expense Amount
	mm/dd/yy	Length			From	To			
1							\$	\$	
2							\$	\$	
3							\$	\$	
4							\$	\$	
5							\$	\$	
6							\$	\$	
7							\$	\$	
8							\$	\$	
9							\$	\$	
10							\$	\$	
11							\$	\$	
12							\$	\$	
13							\$	\$	
14							\$	\$	
15							\$	\$	

**TOTALS**                      \_\_\_\_\_ Days                      \_\_\_\_\_ Miles                      \$ \_\_\_\_\_ Meals                      \$ \_\_\_\_\_ Expense

**IOJA USE ONLY**

<b>TOTAL DAYS</b> x \$ _____.	<b>TOTAL MILES</b> x \$ _____.	<b>TOTAL MEALS</b>	<b>TOTAL REIMBURSABLE</b>