3-08/030.00 - Reporting Jury / Bailiff Expense

The bailiff shall obtain Form #G093, Jury and Bailiff Expense Claim and/or #G094, Demand and Order for Jury Maintenance and Bailiff Expenses from the court clerk.

These forms shall be filled out by the bailiff and presented to the restaurant or hotel for signature by them. Return the completed forms to the court clerk, who will have the judge sign them and then send them to the proper individuals for payment.