

**DIVISION OF STATE COURT ADMINISTRATION**  
**30 South Meridian Street, Suite 500**  
**Indianapolis, IN 46204-3568**  
**CLAIM FOR SERVICES AS SENIOR JUDGE**

<b>Name:</b> _____ <b>Address:</b> _____ <b>City &amp; State:</b> _____ <b>Social Security or Federal ID No:</b> _____ Privacy Notice: Your Social Security of Federal ID No. is requested by the Auditor of State in compliance with Federal IRS requirements (IC 4-1-8).  <p align="center"><b>FOR DIVISION USE</b></p> <b>TOTAL PER DIEM: \$</b> _____ (from reverse side)  <b>Pay Period Ending:</b> _____	<p align="center"><b>FOR DIVISION USE</b></p> Fund: 10340 Agency: Supreme Court Appropriation Name: Senior Judge Object Amount (Travel from Reverse Side)  \$ _____ Mileage \$ _____ Meals \$ _____ Reimbursable Expenses Total \$ _____ (Paid for Travel)  Pre-Audited by: _____
<p align="center"><b>DIVISION'S CERTIFICATION</b></p> I certify this claim is correct, it is a proper charge against the agency and account number indicated and payment thereof is authorized.	<p align="center"><b>CLAIMANT'S CERTIFICATION</b></p> I hereby certify that the amount set forth on this form is just and correct, 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)
Division of State Court Administration _____ Date _____	Claimant _____ Date _____

**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.

