

State of Connecticut  
**State Marshal Commission**

Dennis F. Kerrigan, Jr., Esquire  
Chairman

James E. Neil, Esquire  
Director of Operations

DATE: October 19, 2007  
TO: State Marshals  
FROM: James E. Neil, Esquire, Director of Operations  
SUBJECT: Judicial Branch Invoicing

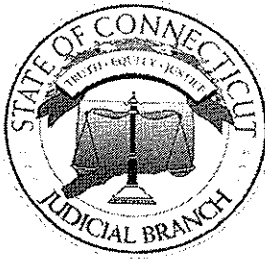


ADMINISTRATIVE BULLETIN  
07-13

Enclosed is correspondence this office received from the Office of the Chief Court Administrator, Judicial Branch Fiscal Administration office. Please note that the Judicial Branch has specific policies on how invoices should be submitted to the Judicial Branch. For efficiency and for maintaining a good working relationship with the Branch, please establish procedures that are in accordance with the enclosed directive.

Thank you for your cooperation in this matter.

765 Asylum Avenue  
Hartford, Connecticut 06105  
Tel. (860) 566-7109 Fax. 566-3743



**JUDICIAL BRANCH  
FISCAL ADMINISTRATION  
90 WASHINGTON STREET  
HARTFORD, CT 06106  
Telephone: (860) 706-5230  
Fax: (860) 706-5097  
Web Page: [www.jud.ct.gov](http://www.jud.ct.gov)**

***Office of the Chief Court Administrator***

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Thomas N. Sitaro, Director of Fiscal Administration

E-Mail: [Thomas.Sitaro@jud.ct.gov](mailto:Thomas.Sitaro@jud.ct.gov)

September 26, 2007

Mr. Dennis F. Kerrigan, Jr., Esquire, Chairman  
State Marshal Commission  
765 Asylum Avenue  
Hartford, CT 06105

Dear Mr. Kerrigan,

The Accounts Payable division of the Judicial Branch endeavors to review and process the State Marshal Services Invoices for Service of Process as quickly and efficiently as possible. We recognize that as independent contractors, the State Marshals should receive compensation for their services in a timely fashion. To that end, the cooperation of the State Marshals is necessary regarding preparation of their invoices. Submission of incomplete or incorrect invoices impedes the process and results in payment delays. It is also time consuming to the Accounts Payable division that must continue to process the huge volume of invoices despite a staffing shortage.

In general, all State Marshals should be using the current version of the State Marshal Services Invoice for Service of Process, revised to 3-1-2007 (file attached). Effective with dates of service beginning October 15, 2007, modified or older versions of the form will be returned unprocessed to the court clerks. The current invoice, when prepared in Excel format, provides the most efficient presentation of the information and results in fewer computation errors. We encourage the use of this form in Excel, though legible, handwritten invoices will be accepted.

Several common errors on the invoices have been identified. They are discussed below and are grouped by the corresponding section of the Marshal Services Invoice.

**Marshal Information**

Missing or Incorrect Social Security Numbers/FEIN Numbers  
Marshal's address on invoice does not match address on file (Please notify the Accounts Payable department in writing of address changes -- fax to 860-706-5097)

**Case Information**

Missing Docket Numbers / Case Numbers  
Missing or Inconsistent Date of Service (Date of Service on invoice should agree with Marshal's return of service)

Name(s) of Persons Served (In cases where several persons are served, all names should be listed on the invoice or the invoice should reference the attached return of service where the information can be found.)

#### Mileage Record

As you may be aware, the mileage section of the invoice has come under greater scrutiny by the Auditors of Public Accounts. C.G.S. §52-261(a), in pertinent part, provides that mileage is *“to be computed from the place where such officer or person received the process to the place of service, and thence in the case of civil process to the place of return. If more than one process is served on one person at one time by any such officer or person, the total cost of travel for the service shall be the same as for the service of one process only.”* Online mapping tools are now utilized to verify mileage, and excessive mileage must be questioned. State Marshals can avoid payment delays when their travel for the service is accurately described in the mileage record section of the invoice. This includes supplying clear and complete street and city addresses and indicating when multiple trips were required in order to complete the service. Terms in the mileage record such as “home”, “to office”, “to post office” are not acceptable as they do not provide for mapping verification without a street and city address.

#### Fees

The invoice is formatted with the detailed fee structure allowed by statute. Note that witness fees and postage expenses are NOT covered by the statute (C.G.S. §52-261). Postage expenses can be paid only when specified on the fee waiver (JD-FM-75) or court order to pay AND when accompanied by a receipt.

#### Certification

The State Marshal’s signature is required because it completes the request for payment and allows the marshal to certify that *“the services have been performed and the expenses incurred as stated were necessary and proper and that the amounts claimed are those allowed by statute”*.

It is our hope that the information offered above will be communicated to the State Marshals in order to improve the accuracy of the invoices, resulting in the return of fewer invoices and quicker processing. Please contact me should you have any questions.

Sincerely,

Thomas N. Sitaro

c: Nancy L. Kierstead, Director of Court Operations  
James R. Maher, Director of Administration, Superior Court Operations  
George Dombroski, Deputy Director, Superior Court Operations, Audit and Compliance  
Lori Macsata, Manager, Fiscal Administration  
Luanne Griswold, Program Manager, Fiscal Administration  
Michele Piotrowski, Fiscal Administration Supervisor, Accounts Payable

STATE MARSHAL SERVICES INVOICE  
FOR SERVICE OF PROCESS

Judicial Use Only Rev. 3-1-2007

STATE OF CONNECTICUT  
JUDICIAL BRANCH  
ACCOUNTS PAYABLE DIVISION

BUSINESS UNIT NAME <b>JUDM1</b>	CONTROL GROUP	VOUCHER #	INVOICE AMOUNT
ISSUE DATE	INVOICE DATE	ACCOUNTING DATE	VENDOR FEIN

MARSHAL INFORMATION

MARSHAL'S NAME	MARSHAL'S TELEPHONE NUMBER		
TITLE	MARSHAL'S FAX NUMBER		
ADDRESS			
CITY	STATE	COUNTRY	ZIP CODE

VENDOR BILLING IDENTIFICATION (E.G. SERVICE DATE, CASE NAME)

VS.

CASE INFORMATION

COURT INFORMATION:	COURT TYPE (JD / JUV / HOUSING / GA)	COURT LOCATION
	at	
COURT ADDRESS:		
DOCKET NUMBER:	DATE OF SERVICE:	
CASE NAME:	VS.	
NAME OF PERSON(S) SERVED:		
TYPE OF SERVICE SERVED:		

MILEAGE RECORD

FROM:	TO: (STREET ADDRESS, CITY/TOWN)	TOTAL MILES	RATE	AMOUNT
			\$0.485	
			\$0.485	
			\$0.485	
			\$0.485	
			\$0.485	
TOTAL MILEAGE				

FEES

DESCRIPTION OF FEE	QUANTITY	UNIT PRICE	AMOUNT
SERVICE		\$30.00	
2ND AND SUBSEQUENT SERVICES - DIFFERENT ADDRESS		\$30.00	
2ND AND SUBSEQUENT SERVICES - SAME ADDRESS		\$10.00	
SERVICE NOTIFICATION TO ATTORNEY GENERAL'S OFFICE		\$10.00	
COPY FEES		\$1.00	
ENDORSEMENT FEES		\$0.40	
TOTAL FEES			

INVOICE TOTAL

TOTAL MILEAGE + TOTAL FEES							
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INVOICE AMOUNT	GL UNIT	FUND	DEPARTMENT	SID	PROGRAM	ACCOUNT	PROJECT / GRANT	BUDGET REFERENCE
	STATE	11000		10020	22003	51930	JUD_NONPROJECT	

CERTIFICATION

I CERTIFY THAT THE SERVICES HAVE BEEN PERFORMED AND THE EXPENSES INCURRED AS STATED WERE NECESSARY AND PROPER, AND THAT THE AMOUNTS CLAIMED ARE THOSE ALLOWED BY STATUTE.	SERVICES RENDERED - SIGNATURE
MARSHAL'S SIGNATURE	DATE
	DATE