

Trial Judge Handbook

RENT ALLOWANCE

Section 4

TOPIC	RENT ALLOWANCE	SUB-SECTION	04.10.00
SECTION	GENERAL INFO	ISSUANCE DATE	10/31/2018
SUB-SECTION		REVISION NUMBER	
		REVISION DATE	

According to Miss. Code Ann. § 9-1-36 (8) (Rev. 2014), any circuit judge or chancellor who does not have a primary office space provided by the county shall be allowed an additional \$4,000 each fiscal year (July-June) to defray the actual expenses incurred by the judge or chancellor in maintaining an office.

Qualification Process

- Your county must provide documentation that no office space is available to you.
- A lease agreement or property appraisal for the rental space is required.
- The above documents must be forwarded to Kevin Lackey in the AOC for review and approval **before** any reimbursements will be processed.

Kevin Lackey, Director
 Administrative Office of Courts
 Post Office Box 117
 Jackson, MS 39205-0117

Reimbursement Requirements

To receive reimbursement, the following should be submitted with the Rent Allowance form:

- A copy of lease agreement/property appraisal or bill
- A copy of your check and/or receipt from the landlord

Other Allowable Expenses

Utilities and office phone charges incurred in your rental space may be submitted for reimbursement on the rent allowance account. You would need to provide the billing and proof of payment for these charges as well.

