RENT ALLOWANCE

Section 4
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.
# FY 2019

**Trial Judge Rent Allowance Reimbursement Request Form**

July 1, 2018 - June 30, 2019

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Rent for the month of:</th>
<th>Amounts Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rent</td>
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<td></td>
<td>Telephone</td>
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<td>Utilities</td>
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<td></td>
<td>Janitorial</td>
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<td></td>
<td>Other</td>
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Total Reimbursement Requested: $\text{[Amount]}$

I hereby certify that I DO NOT have a primary or secondary office provided by the county and in accordance with Section 9-1-46, paragraph (3), I am entitled to an ADDITIONAL rent allowance to defray my actual expenses in support of this claim for office maintenance reimbursement incurred for maintaining an office. I have also attached to this certification form appropriate documentation.

<table>
<thead>
<tr>
<th>Paid by AOC</th>
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</thead>
</table>

Paid By: 

Mail to: Supreme Court Finance Office

Address: 1st Ave, 10000, 12345

P.O. Box 117

Jackson, MI 39205