

2023-2025 Biennial Budget Development, Review and Submittal Schedule

MONTH	TASK	DUE DATE
February 2022	Release message from the Chief Justice.	February 9
February 2022	Administrative Office of the Courts (AOC) distributes budget instructions to Subject Matter Experts (SMEs).	February 9
Feb - March 2022	SMEs develop Branch budget concept papers (BCPs).	Ongoing
April 2022	BCPs from Supreme Court, Law Library, Court of Appeals, and AOC due to AOC Chief Financial & Management Officer (CFMO)	April 1
April & May 2022	AOC CFMO reviews, makes recommendations on BCPs: <u>Judicial Information System Committee (JISC)</u> : IT BCPs	April 22
	<u>Budget and Funding Committee (BFC)</u> : non-IT BCPs	May 6
	<u>Board for Judicial Administration (BJA)</u> : AOC CFMO presents recommendations for non-IT BCPs.	May 20
	<u>Supreme Court Budget Committee (SCBC)</u> : AOC CFMO presents recommendations of the JISC and BJA to the Supreme Court Budget Committee (SCBC).	May 26
June 2022	<u>Admin En Banc</u> : AOC CFMO presents recommendations of the SCBC. Supreme Court decides which BCPs move forward as decision packages (DPs).	June 8
June 2022	AOC communicates decisions and provides DP instructions.	June 10
June – July 2022	SMEs submit initial DPs to AOC CFMO.	July 15
July – Sept 2022	Finalize and approve DPs: AOC initial review and edits with SMEs (rolling deadlines)	July 29-Aug 12
	AOC finalizes full package and all DPs	August 26
	BFC makes recommendations to BJA	September 9
	BJA makes recommendations to SCBC	September 16
	SCBC makes recommendations to Supreme Court	September 23
	<u>Admin En Banc</u> : AOC CFMO presents final DPs to Supreme Court which approves final budget package submission.	October 5
October 2022	Branch budget published.	October 10
January 2023	Legislature convenes.	January 9

BJA Meeting Schedule	JISC Meeting Schedule	Revenue Forecast Schedule
February 18, 2022	February 25, 2022	By February 20, 2022
March 18, 2022	April 22, 2022	N/A
May 20, 2022	N/A	N/A
June 17, 2022	June 24, 2022	By June 27, 2022
September 16, 2022	August 26, 2022	By September 27, 2022
October 21, 2022	October 28, 2022	N/A
November 18, 2022	December 2, 2022	By November 20, 2022