

**STATE OF NORTH CAROLINA  
JUDICIAL BRANCH OF GOVERNMENT**  
Administrative Office Of The Courts

**REQUEST FOR ADDITIONAL PAYMENT  
TO JUDGE OR JUSTICE  
FOR WORK PERFORMED  
FOR ANOTHER STATE AGENCY**

**INSTRUCTIONS:** The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to his payroll clerk as authorization to pay the borrowed employee his additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

**CERTIFICATION BY BORROWING AGENCY**

<b>SECTION ONE</b>	Name of Agency		<p align="center"><b>Analysis of Payment to Parent Agency</b> (Fill in as Applicable)</p> <p>Salary for Services..... _____</p> <p>*Travel..... _____</p> <p>*Subsistence..... _____</p> <p>Gross due Employee..... _____</p> <p>Matching Retirement..... _____</p> <p>Matching Social Security..... _____</p> <p>Indirect Expense..... _____</p> <p>Direct Cost..... _____</p> <p>Total Payment Due Parent Agency..... _____</p> <p><small>*Borrowing agency is assuming liability for accuracy and statutory compliance for these items.</small></p>
	Name of Employee		
	Nature & Location of Work Performed		
	Dates Worked		
	Rate & Time if Appropriate		
	Agency Code and Subhead		
	Signature Of Contracting Agency Official		

**CERTIFICATION BY PARENT AGENCY**

<b>SECTION TWO</b>	Name of Agency		<p>We hereby certify that the actual work and the related travel time were both performed, in the case of a trial judge, outside of the normal hours of operation of the trial courts and, in the case of an appellate judge or justice, outside of time periods when the appellate judge or justice is scheduled to conduct sessions of oral argument inside the appellate courtroom, in accord with the "Adjunct Teaching and Other Compensated Extra-Judicial Instructional Activities" Guidelines approved by the Chief Justice of the Supreme Court of North Carolina on 3 December 2002.</p> <p>_____ Employee</p> <p>_____ Immediate Supervisor</p>	
	Name of Employee			
	Classification, Rank or Title			
	Classification, Rank or Title	Social Security Number (Last Four Digits)		
	Position Number	Subhead Code		Retirement Code
	<p>I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$ _____ in addition to regular salary.</p> <p><i>(This is for Payroll purposes and should not include travel and subsistence.)</i></p>			