

## **BILLING PRACTICES FOR COURT APPOINTED ATTORNEYS REPRESENTING CLIENTS IN CPS CASES**

### **Billing for Services performed prior to December 31, 2013.**

- All billing for services performed prior to December 31, 2013 shall be submitted on or before April 1, 2014. After the April 1, 2014 deadline, no payments will be approved for services performed prior to December 31, 2013.

### **Billing for Services performed starting January 1, 2014:**

- The hourly billable rate for services performed beginning January 1, 2014 will be \$75.00 per hour.
- Services shall be charged on 1/10<sup>th</sup> of an hour. Charges by the quarter hour will not be paid.
- No payments will be made for the following charges. You may list the services performed in the following categories but the charges shall be listed as zero.
  1. Phone calls
  2. Email
  3. File set up
  4. Filing
  5. Administrative
  6. File maintenance
  7. File review
- Attorneys may bill the following:
  1. 3 hours for each hearing in which the attorney is in attendance;
  2. Actual time spent for in person contact with clients;
  3. Actual time spent in attendance at Permanency Meetings;
  4. The hourly billable rate for services performed beginning January 1, 2014 will be \$75.00 per hour.
  5. Billing shall be on 1/10th of an hour. Charges by the quarter hour will not be paid.
  6. For travel over 90 miles (round trip) the attorney may charge for mileage and actual travel time and consultation time.
- Invoices are due ONCE PER QUARTER as follows:
  1. For services performed January – March 2014, due between APRIL 1 and MAY 1, 2014;
  2. For services performed April – Jun 2014, due between JULY 1 and AUGUST 1, 2014;
  3. For services performed July – September 2014, due between OCTOBER 1 and NOVEMBER 1, 2014;
  4. For services performed October-December 2014, due between JANUARY 1 and FEBRUARY 1, 2015.

