

Billing for Attorneys Made Easy

Attorney faxes (fax # 866-355-7906) to JAC Case Opening Unit:

- Order of Appointment (within 30 days of appointment)
- Charging Document or Petition (except Dependency)

At Case Disposition/Billing Stage – Attorney is now Ready to Bill (must bill within 90 days of disposition or be subject to penalty)

FLAT FEE BILL

Attorney **mails** to JAC:

- Invoice/Voucher Cover
- Dispositional Document

No Problems –
**JAC APPROVES
PAYMENT FOR
ATTORNEY**

JAC sends Audit Deficiency to Attorney

JAC sends letter of objection/
no objection

Attorney responds using Audit Deficiency as cover letter with information requested

Issue not resolved – JAC sends letter of objection/
no objection

Issue gets resolved
**JAC APPROVES
PAYMENT FOR
ATTORNEY**

Motion**
Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to ***pleadings@justiceadmin.org or serves JAC by fax or mail

If JAC has requested to participate in the hearing, JAC requires at least 5 business days notice of the hearing. A court may not grant a motion for fees in which JAC has requested a hearing without holding a hearing

Attorney ***emails order to JAC at pleadings@justiceadmin.org.
Order is reviewed,
JAC APPROVES PAYMENT FOR ATTORNEY*

HOURLY BILL

Please be aware that hourly billing in excess of the flat fee is only authorized for those cases involving unusual and extraordinary effort. An order authorizing payment in excess of the flat fee can only be entered after an evidentiary hearing.

Attorney **mails** to JAC:

- Voucher Cover
- Hourly Invoice
- Dispositional Document
- Progress Docket

No Problems – JAC sends letter of objection/no objection

Problems – JAC sends Audit Deficiency to Attorney OR Letter of Objection (skip to Motion block)

Motion**
Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to ***pleadings@justiceadmin.org or serves JAC by fax or mail

Audit Deficiency Sent

Attorney responds using Audit Deficiency as cover letter with information requested

Issue gets resolved – JAC sends letter of objection/
no objection

Motion**
Attorney files motion with JAC's letter attached to the motion. Attorney emails motion to ***pleadings@justiceadmin.org or serves JAC by fax or mail

*Absent motion to vacate order or appeal. Timing of payment may be contingent upon availability of legislatively appropriated funds.
 **JAC may appear at hearings. JAC is statutorily authorized to appear telephonically at fee hearings.
 *** Please use email pleadings@justiceadmin.org to send motions, orders, and other documentation to JAC. Orders and pleadings sent by email may be reviewed and processed more quickly than if sent via fax or mail.