



## **Checklist for Court-Appointed Criminal Attorney Hourly Billing**

**An Attorney should gather the following information and documentation before beginning a billing packet in *MyJAC*. The Attorney must open the case in *MyJAC* before it can be billed.**

**The following information is required on the JAC Invoice** *(the JAC Invoice pre-populates the first-five categories with information from the attorney's MyJAC account):*

- ☐ Attorney's name;
- ☐ Payee tax ID number;
- ☐ County with case jurisdiction;
- ☐ Case number;
- ☐ Client's name;
- ☐ Invoice number (created by the attorney for his/her accounting purposes);
- ☐ Disposition date;
- ☐ Total In-Court Hours;
- ☐ Total Out-of-Court Hours;
- ☐ Hourly Rate;
- ☐ Travel or other reimbursement costs if applicable;
- ☐ Check Single Court-Appointed Attorney OR Multiple Court Appointed Attorneys; and
- ☐ Attorney signature and date.

### **Required Documents (in PDF or Tiff format):**

- ☐ Extraordinary Fee Explanatory Statement;
- ☐ Detailed Attorney Hourly Statement\*;
- ☐ Progress Docket;
- ☐ Disposition document, if applicable
- ☐ Fee Waiver, if applicable

### **Notes:**

**\*Single Entry By Date for In-Court and Out-of-Court Time:** When submitting a detailed hourly statement, attorneys are required to provide a single entry for in-court time and a single entry for out-of-court time by date. When attorneys provide multiple services on the same date, they would provide the amount of time worked on each service in the description of the services. For example:

<b><u>DATE</u></b>	<b><u>TYPE</u></b>	<b><u>TIME</u></b>	<b><u>DESCRIPTION OF SERVICES</u></b>
1/5/20	Out-of-Court	1.8	Reviewed police reports, Information, 20 pages (0.4), Called ASA to discuss plea offer (.4), Met with Client (1.0)
1/8/20	In-Court	1.2	Conference with client before hearing (.4), Attend plea hearing (.8)
1/8/20	Out-of-Court	.8	Received text from client and responded (.2), Reviewed mental health assessment, 20 pages (.6)

**Travel or Other Reimbursement Costs:**



See [https://www.justiceadmin.org/court\\_app\\_counsel/formsandrates.aspx#travel](https://www.justiceadmin.org/court_app_counsel/formsandrates.aspx#travel) for important information about authorized travel.

**BILLING QUESTIONS?**

**Please email any questions to [onlinesupportteam@justiceadmin.org](mailto:onlinesupportteam@justiceadmin.org).**