

# Billing for Attorneys Made Easy

- Order of Appointment (within 30 days of appointment)
- Charging Document or Petition (except Dependency)  
Documents should be submitted using the case opening system.

At Case Disposition/Billing Stage – Attorney is now Ready to Bill (must bill within 90 days of disposition or be subject to penalty)  
Preferred method of submission is through the online billing submission system available through JAC's secure website: *My Access*

## FLAT FEE BILL

Attorney **submits** to JAC:

- Invoice/Voucher Cover
- Dispositional Document

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

JAC e-mails Audit Deficiency to Attorney

JAC e-mails Letter of Objection/ No Objection

Attorney responds submitting through the online billing submission system using the tracking number assigned to the billing or e-mailing Audit Deficiency as cover letter with information requested to [pleadings@justiceadmin.org](mailto:pleadings@justiceadmin.org). **Unless specifically requested a new JAC Invoice/Voucher Cover is NOT required.**

Issue not resolved – JAC e-mails Letter of Objection/ No Objection

OR

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

Motion\*\*  
Attorney files motion with JAC's letter attached to the motion. Attorney e-mails motion to [\\*\\*\\*pleadings@justiceadmin.org](mailto:***pleadings@justiceadmin.org)

If JAC requests 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 **\*\*\*e-mails** order to JAC at [pleadings@justiceadmin.org](mailto: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 **submits** to JAC:

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

No Issues – JAC e-mails Letter of Objection/No Objection

OR

Issues – JAC e-mails 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 e-mails motion to [\\*\\*\\*pleadings@justiceadmin.org](mailto:***pleadings@justiceadmin.org)

OR

Attorney responds submitting through the online billing submission system using the tracking number assigned to the billing or e-mailing Audit Deficiency as cover letter with information requested to [pleadings@justiceadmin.org](mailto:pleadings@justiceadmin.org). **Unless specifically requested a new JAC Invoice/Voucher Cover is NOT required.**

Issue is resolved – JAC e-mails Letter of Objection/ No Objection

Motion\*\*  
Attorney files motion with JAC's letter attached to the motion. Attorney e-mails motion to [\\*\\*\\*pleadings@justiceadmin.org](mailto:***pleadings@justiceadmin.org)

\*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 [pleadings@justiceadmin.org](mailto:pleadings@justiceadmin.org) to send motions, orders, and other legal documentation to JAC.  
\*\*\*\* Preferred method of submission is through the online billing submission system available through JAC's secure website: *My Access*.