

INSTRUCTIONS FOR REQUESTS FOR COMPENSATION IN JUVENILE DEPENDENCY CASES

The juvenile dependency billing form must be used when requesting compensation for court-appointed juvenile dependency cases. This form consists of three pages: Order for Payment of Compensation in Juvenile Dependency Cases; Declaration of Counsel re Attorneys' Fees, and; Attorney and Investigator Fee Worksheet. Following are instructions for completing each form:

1. Order for Payment of Compensation in Juvenile Dependency Case

The information requested on this order is self-explanatory. Information about total hours worked and compensation due should be provided in the second column of the table.

2. Declaration of Counsel re Attorneys' Fees

Most of the information requested on this order is self-explanatory. Following is clarification regarding several items:

- It is not necessary to list the age of each minor by name; simply providing ages is sufficient.
- The brief narrative statement describing activity being billed is used to help evaluate the appropriateness of the bill.
- Situation of client may be left blank.
- Disposition date and disposition type may be left blank.

3. Attorney and Investigator Fee Worksheet

A separate line must be used for each task completed. A phase code and task code must be provided for each task. Please refer to the list of billing codes. If the phase or task code is the same for several sequential entries, you may use ditto marks or draw a line through the column, rather than repeating the code.

Attorney preparation and investigator time need not include the actual times of day worked but require an explanation of the work done, including a brief description of any research, names of persons contacted and their relationship to the case.

Attorney in-court time should be itemized including the date and exact times of appearance and total hours spent in each appearance. The department number and an explanation of the work performed should be entered into the "Reason" column.

If you have any questions, please call Linda Katz at 782-8943.