

INSTRUCTIONS FOR SUBMISSION OF BILLS FOR SERVICES RENDERED

1. *In order to receive payment for services rendered in court after January 1, 1996, attorneys representing clients in Juvenile Matters cases are required to complete the COURT TIME - JUVENILE MATTERS (JD-JM-68) billing form.*
2. Court time shall be construed as: any scheduled court hearing or conference; time spent in the courthouse interviewing clients and witnesses prior to the case being heard; and time spent awaiting the call of the case if beyond the time the case was scheduled to commence.

Travel time to and from the courthouse shall not be allowed in the computation of court time.

Attorneys appointed as both guardian ad litem and counsel will only be paid in the capacity of counsel. Attorneys shall not be paid for simultaneous court and non-court time.

3. Complete one COURT TIME - JUVENILE MATTERS (JD-JM-68) form PER DAY you appear in court. All cases represented on a given day must be listed on a single form, EVEN IF YOU APPEARED IN MORE THAN ONE JUVENILE MATTERS COURT LOCATION DURING THAT DAY. Billing shall not be allowed for waiting time between separate cases. Hours worked for one or more court hearings are to be billed at the following rates: \$55 for the first hour or any portion thereof, \$39 for the second hour or any portion thereof to be billed in 1/10 hour increments, and \$22 for each subsequent hour or any portion thereof to be billed in 1/10 hour increments.
4. At the end of each month, each attorney must submit only one Invoice Voucher for Goods or Services (CO-17) that reflects the total of all services provided in court during that month. Documentation of services provided must be detailed on the COURT TIME - JUVENILE MATTERS (JD-JM-68) forms. Attach to the CO-17 one COURT TIME - JUVENILE MATTERS (JD-JM-68) form for each day you appeared in court. Each CO-17 must list the appropriate payee: either the attorney with social security number, or the law firm with FEIN.
5. To receive payment for services rendered after January 1, 1996, completed CO-17 invoices must be submitted to the JUVENILE MATTERS ATTORNEY BILLING UNIT **no more than 30 days** following the end of the month in which services were provided. Failure to submit billing in a timely manner may result in removal from the panel. CO-17 invoices with properly completed forms attached must be submitted for payment to the following address:

JUDICIAL BRANCH/SUPERIOR COURT OPERATIONS DIVISION
 JUVENILE MATTERS ATTORNEY BILLING UNIT
 225 SPRING STREET
 WETHERSFIELD, CT 06109

6. CO-17 invoices and COURT TIME JUVENILE MATTERS (JD-JM-68) forms not submitted in accordance with these procedures will be returned for correction.

CODES

COURT LOCATION

CASE TYPE

CLIENT TYPE

BP - Bridgeport CPS - Middletown DB - Danbury HD - Hartford MT - Middletown MV - Montville NB - New Britain	NH - New Haven NW - Norwalk RV - Rockville ST - Stamford TR - Torrington WB - Waterbury WL - Willimantic	CP - Child Protection FN - Family With Service Needs DL - Delinquency	C - Child P - Parent G - Guardian	O - Other (explain)
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