

INSTRUCTIONS FOR SUBMISSION OF BILLS FOR SERVICES RENDERED

1. In order to receive payment for services rendered out of court *after* January 1, 1996, attorneys representing clients in Juvenile Matters cases are required to complete the NON-COURT TIME - JUVENILE MATTERS (JD-JM-69) monthly billing form.

Travel time, in the course of case preparation, to court or elsewhere, other than the attorney's office, may be included.

Court approval in advance shall be required before payment for hours worked in excess of 20 hours is authorized. Approval will be granted in 10-hour increments.

2. The definitions of preparation time, allowable expenses and excluded expenses are set forth in the **Superior Court Guidelines Concerning Appointment of Attorneys and Guardians Ad Litem for Children and Indigent Parents in Child Protection and Families With Service Needs (FWSN) Cases**, in Juvenile Matters incorporated by reference in the Letter of Agreement by and between each attorney representing clients in Juvenile Matters cases and the Judicial Branch.
3. Using *only one form PER CASE per month*, a NON-COURT TIME JUVENILE MATTERS (JD-JM-69) form must be completed for each case in which you rendered services during a given month. All services rendered in one case during one month must be listed on one form. Non-court time rate is \$25.00 per hour for preparation of each case, 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 non-court services provided on all cases during that month. Documentation of services provided must be detailed on the NON-COURT TIME JUVENILE MATTERS (JD-JM-69) form for each case in which you provided services during that month. Each CO-17 must list the appropriate payee: either the attorney with social security number, or the law firm with FEIN.
5. Original completed CO-17 invoices must be submitted to the JUVENILE MATTERS 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 NON-COURT TIME JUVENILE MATTERS (JD-JM-69) 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 NON-COURT TIME JUVENILE MATTERS (JD-JM-69) forms not submitted in accordance with these procedures will be returned for correction.

CODES

COURT LOCATION

BP - Bridgeport **NH** - New Haven
CPS - Middletown **NW** - Norwalk
DB - Danbury **RV** - Rockville
HD - Hartford **ST** - Stamford
MT - Middletown **TR** - Torrington
MV - Montville **WB** - Waterbury
NB - New Britain **WL** - Willimantic

CASE TYPE

CP - Child Protection
FN - Family With Service Needs
DL - Delinquency

CLIENT TYPE

C - Child
P - Parent
G - Guardian
O - Other, explain