

INSTRUCTIONS FOR SUBMITTING ATTORNEY FEES

Pursuant to administrative order, the Court will provide approved invoices to the Clerk of District Court effective December 1, 2014.

Effective July 1, 2015 court-appointed counsel shall utilize the Juvenile Court web-based system to submit requests for approval of attorney fees. Juvenile Court also requires that attorneys requesting payment for services submit a “Motion for Attorney Fees” to the Clerk of the District Court, Juvenile Division. The hourly rate for attorneys appointed in Douglas County Juvenile Court is **\$65 per hour for services provided on and after July 1, 2014.** The previous rate was \$60 per hour.

Billing process: All billing shall be done no more frequently than monthly. The Court requires all attorneys submit bills for services within six (6) months of performing those services and will not consider payment for services performed outside of this timeframe without express permission from the assigned judge. Absent good cause, attorney fees are waived for any services performed more than one year prior to submitting an invoice. Statements which contain less than fifty (\$50) dollars of work (any combination of fees and/or other reimbursable costs) will not be processed unless it is for a final billing. Billing must be done in full-day increments.

IMPORTANT: If your client has multiple cases in which you are appointed, you must file one (1) motion per case with the Clerk of the District Court, Juvenile Division. All services provided for the multiple cases should be listed on one (1) invoice.

Costs: Copies and faxes are reimbursed at the rate of 10 cents per page. Please include the number of copies and/or faxes and a description of the item. Costs other than nominal amounts of faxes, postage and copies must be accompanied by a receipt and copy of the proof of payment (e.g. cancelled check (front and back) or credit card statement).

Reimbursement for the following services are listed in the expenses section of the invoice. Include the date and description of service and amount of time expended in twentieths of an hour.

Paralegal	up to \$25.00 per hour (maximum rate allowed)
Law Clerk	up to \$15.00 per hour (maximum rate allowed)

Out-of-state travel policy: After getting approval from the assigned judge, attorneys are strongly encouraged to review the “Attorney Travel Reimbursement Policy” and contact the Court Administrator at least three weeks prior to the travel date to discuss the eligibility of reimbursements for travel related expenses.

Expert Witness Fees: The original invoice should be addressed to Douglas County Juvenile Court and submitted directly to the Court Administrator (please make sure the case number(s) is/are included). The invoice also needs to be signed by the attorney indicating that he/she believes the charges are accurate. The maximum fee allowed for an expert witness is \$100 per hour for testimony time only, not preparation or travel time. It is imperative that date of service, description of service, and time expended is on each statement. Please direct any questions to the Court Administrator.

Depositions: The County Clerk’s Office prefers that you pay charges for depositions directly and then request reimbursement as costs on a future statement by providing copies of the receipt and cancelled check (front and back) or credit card statement. If you are unable to pay the vendor directly, please contact the Court Administrator’s Office regarding the invoice.

Items ineligible for payment: Juvenile Court does not pay for travel time to and from hearings, parking for hearings or time for performing clerical duties (e.g. copying a file). The Court also does not pay for faxes received or copies made of reports from court related entities (e.g. HHS, PromiseShip, FRCO, or CASA). Further, the Court does not pay for the time it takes to prepare and submit invoices and motions for attorney fees.

Payment registration: *New Attorneys:* Please come to the Court Administrator’s Office to register for payment and bring your bar card. *Attorneys Currently Appointed To Juvenile Court Cases:* Any change of address must be made in person or in writing. Please address correspondence to **Juvenile Court Administrator’s Office Attention Billing**. Please keep your information current to avoid delays in payment. You will also need to register your Tax I.D. information with the **County Clerk’s Office**. That office is located in the Civic Center south of the escalators. The phone number for that office is 402.444.4614. **Please also update your information at the Nebraska.gov website to receive eNotice:** <https://www.nebraska.gov/apps-EFILE/login/index>. For support please call 1.800.747.8177 or send an email to: ne-support@egov.com.

Please direct general billing questions to: 402.444.6897.

ITEMIZED DESCRIPTION OF SERVICES

(Be detailed enough to inform the Court what services you performed without disclosing any confidential information or other information that would negatively impact the client)

BILLING TIME CHART

.05	3 min.	.10	6 min.	.55	33 min.	.60	36 min.
.15	9 min.	.20	12 min.	.65	39 min.	.70	42 min.
.25	15 min.	.30	18 min.	.75	45 min.	.80	48 min.
.35	21 min.	.40	24 min.	.85	51 min.	.90	54 min.
.45	27 min.	.50	30 min.	.95	57 min.	1.00	60 min.