

District Court Attorney Ad Litem Fee Processing Guidelines

If an attorney is appointed as an Ad Litem for the children the Court will pay travel time for out of county child visits at the legal assistant rate and mileage. Attorney must designate county for child visits on billing invoice. The Court will not pay travel time or mileage to District Court.

The current authorized fees for District Court are as follows:

Attorney Rate \$125/hour

**Legal Assistant
Rate \$65.00/hour**

Investigator Rate \$75.00/hour

**Attorneys are required to file Motion to Appoint and Authorize Payment for Investigator and if an additional payment will be required a subsequent motion and order are required. We do check this.

Mileage Rate \$.54/mile

All attorney bills are now required to be filed with the District Clerk's office. The District Clerk's office will submit bills to District Court Administration for recommendations and submission to each judge. All bills for the 431st District Court and the 442nd District Court will be submitted to the respective Court's Administrator for recommendations.

All attorneys appointed to complete an Appeal **are required to submit a copy of the BRIEF** with Motion For Attorney's Fees or Certificate of Court and failure to provide brief will delay processing. Please submit brief separately to Larry Harbour, Sandra Hardy, Denise Spalding (431st only) and Ali Silva (442nd only) for payment.

Jail visits must be documented by the jail for each attorney visit if it is not then we will not consider that visit. **Attorney may submit supporting documentation to have judge reconsider billable hours for payment. An example would be a jail visit sign-off sheet documenting contact.

Disputes regarding the amount of payment should be addressed to the designated District Court judge.

Attorneys on appointment list are required to have an e-mail address and fax number on file with the Court. We need e-mail addresses. **All attorneys are required to have their business address within Denton County and registered with the Texas State Bar for verification or attorney will be automatically removed from Appointment List.** There is a mandatory reporting date for CLE hours for all attorneys serving on appointment list of October 1 of each year. We appreciate everyone's commitment to serve the citizens of Denton County.

Effective January 6, 2012 court appointed attorneys on family and civil cases will need to have their bills turned into the Court **within a year of disposition of the case for payment.** If the bill is filed beyond initial one year after disposition, the bill will be handled at the discretion of the District Judge presiding over the court.

Attorney bills filed for civil and family appointments **after a year of disposition** will be processed and approved at the discretion of the District Judge presiding over the Court.

District Court Administration can be reached at 940-349-2303 for Larry Harbour and 940-349-2302 for Sandra Hardy.