

CLAIM INSTRUCTIONS

1. **Claims for Payment.** Court appointed attorneys, investigators and expert witnesses shall submit a court approved claim form in order to receive payment for services rendered on a monthly basis.
 - a. **Completion of Claim.** Each person seeking payment must complete the form as follows:
 1. Name and address of claimant
 2. Signature of claimant
 3. Case name and number
 4. Invoice number

In the body of the form, the claimant shall provide the following order statement:

"It is hereby ordered that the above named person be compensated for the total due for services rendered and costs incurred in the sum of \$_____.

Dated: _____ "_____
Judge of the Superior Court"

- b. **Order of Appointment by Court.** Before payment may be processed, an endorsed copy of the order appointing the claimant must be attached to the claim form.
- c. **Submission for Signature.** Each claim for payment should be submitted to the court accountant, who will submit the claim for signature to the judge who made the appointment. Once the judge signs the order statement, the claim will be processed by the court accountant.
- d. **Time Limit for Submitting Claims.** Attorneys, investigators and expert witnesses appointed by the court shall file a claim for payment no more than thirty (30) days after rendering their services. Claims submitted beyond forty-five (45) days will require a separate declaration explaining to the court that the delay was unavoidable. Claims submitted forty-five (45) days beyond the fiscal year end may not be paid.

****Consistent failure to provide timely claims will be considered by the court in future appointments.****