

Oakland County Circuit Court – Family Division
Court Appointed Attorney/GAL Payment and Billing Instructions

All billing requests are to be submitted on the Statement of Service and Order for Payment of Court Appointed Attorney/GAL CCFJ1000 (6/15). Please print clearly or type vouchers (Statement of Service), affix an original case label and date/sign before submitting for payment. Vouchers must be original and may not be faxed. Incorrect forms will be returned by the Business Office. Please submit form to:

Court Administration Business Office
Oakland County Circuit Court
1200 N. Telegraph Rd., Dept. 404
Pontiac, MI 48341-0404

- **Vouchers** – The voucher may not be submitted until after disposition, unless the case is dismissed or the attorney has been released prior to disposition. All subsequent billings are submitted following each hearing. The voucher must be submitted within 60 days after the attorney has been released or case dismissed, whichever occurs first. Vouchers submitted beyond the 60 day period will be returned.
- **Supplemental Petitions** – Supplemental and new petitions filed post-disposition will be treated as a separate case and paid according to the fee schedule. Supplemental petitions filed pre-disposition will be treated as one case for billing purposes and paid accordingly under the fee schedule. Thus, if you are coming to court for a review hearing (old petition) and initial/pretrial hearing (new petition) at the same time, the new petition takes precedence and you will not be paid for the review hearing. Likewise, a petition with several charges will be treated as one case.
- **Runaway Policy** – Attorneys will not be paid for court appearances at the next scheduled hearing date in cases where a child, previously known to be truant, is still truant. If the truant juvenile is picked up, and a preliminary hearing is required, the attorney will automatically be contacted by Intake and/or the caseworker prior to the impending preliminary hearing. For trancies which will not require the preliminary hearing, (i.e., juvenile has truanted the Children's Village), attorneys are to first call the caseworker or casework supervisor one day prior to the next scheduled hearing date to see if the child, previously known to be truant, is still truant. If the attorney is unable to reach either of these individuals, they are to call the court desk.
- **Companion Files** – For payment purposes, Family Division will treat companion files as a singular case. A companion file could involve the following:
 1. one child with neglect and delinquent files and hearings held simultaneously (same date)
 2. co-defendants, which may or may not have different case numbers, and hearings held simultaneously (same date)
 3. siblings, which may or may not have different case numbers, and hearings held simultaneously (same date)

In these instances, attorneys/GALs will be paid for one case only.