

Oakland County Probate Court Court-Appointed Attorney/GAL Payment and Billing Instructions

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We receive several phone calls every week regarding our procedures for the payment of court appointed attorneys and GALs. For your convenience, I am reprinting our Payment and Billing Instructions. The Fee Schedule became effective April 1, 1991, and was modified in 1992. When you are appointed, you should receive a copy of the *Statement of Services and Order for Payment of Court Appointed Attorney* form to be used for all billing as well as your letter of appointment. If you do not, please contact the judge's office to secure these forms. Our payment policy is below:

- All *Statement of Services* forms must be submitted to the Court Administration Office, 2nd floor, west wing of the courthouse.
- Please print or type the information completely, sign the form, and double-check that all copies of the form are legible; otherwise your form will be returned. Faxed copies are not accepted.
- The *Statement of Services* form may not be submitted until after the court hearing, unless the case has been dismissed or you have been released.
- The *Statement of Services* form must be submitted within 60 days after you have been released or the case has been dismissed, whichever occurs first. Billings submitted beyond the 60-day period will not be honored.
- If a guardianship file has a companion conservatorship file, you must bill the conservator if there are sufficient funds in the estate. The county will only honor your billing if there are insufficient funds in the estate. You must provide a statement and/or submit proof indicating why fees are not recoverable from the estate.
- For payment purposes, the Oakland County Circuit and Probate Courts will treat companion files as one case. You will only be paid the rate for one case if the hearings are held on the same day. Examples are: 1) one child with both neglect and guardianship files, 2) sibling guardianships, regardless of whether they have the same file number, and 3) companion guardianship or conservatorship files on a husband and wife.
- Extraordinary fees: Requests for fees in excess of the fee schedule or beyond its scope should be submitted on a *Statement of Services* form with the words "Extraordinary Fees" typed/printed at the top. An explanation of the reasons for the request must be attached. The Court Administration Office will assess these requests.

Any questions you have regarding the payment and billing procedures should be directed to Debbie Thompson in the Court Administration Office at (248) 858-0255. Stay tuned!