



Montgomery County Common Pleas Court Juvenile Division

380 West Second Street
Dayton, Ohio 45422-4240
Phone (937) 225-4130
Fax (937) 225-5800

Appointed Attorneys & Guardians ad Litem

THE PROCESS TO REPORT YOUR TIME & SUBMIT YOUR BILL

Hourly rates: \$75 per hour in-Court and \$75 per hour out-of court, reported in .10/hour (*six-minute increments*).

Start time: you will be paid for work that occurs as of the earlier of the file-stamp date or "effective date" on your appointment entry.

End time: The file-stamp date on the final dispositional entry for the case. *However*, notice the final paragraph in the magistrate's final dispositional entry: your services are terminated "after the statutory period for filing a timely objection and appeal has expired." You must continue to represent your client's position (and bill for the time) including filing a Notice of Appeal.

In-court time: Any appearance in court, including pretrials, permanency/annual review hearings with the Judge/Magistrate and mediation should be marked in the "all other in-court" field, and not under the "pretrial hearings" column.

Out-of-court time: anything case related not in-court.

Expenses: See Juvenile Court Rules of Court

Multiple counts or siblings: one fee bill and one payment for all cases that proceed together through court.

Fee bill: we recommend using the software available by internet access where you will find a free

download: <http://opd.ohio.gov>. Alternatively, you may secure from the Court a copy of the Motion for Approval of Payment of Appointed Counsel Fees and Expenses.

Deadline to submit your bill: by the 30th day following the file-stamped date on the dispositional entry. The entry will be the last to be filed of the following: the Magistrate's decision if no objection, or the Judge's entry that rules on an objection, or the date of your notice of appeal.

Limit on payment: \$1,200 maximum for work that occurs between the "start time" and "end time" as described above, including amounts already paid for prior bills submitted under the most recent appointment entry.

Request for extraordinary fees: requests for payment of more than \$1,200 will be considered for cases that have **extraordinary, complex issues, have lengthy trials, or that have other out-of-the-ordinary situations**. Your bill must be accompanied by a letter addressed to the assigned Judge explaining, in detail, the nature of the special circumstances to be considered.

Questions: contact The Administration Dept. at 937-496-7199.

To ensure payment without delay, the following documents **must** be completed and submitted in accordance with the foregoing, and received by the Court's Administration Department:

1. Your client's Financial Disclosure/Affidavit of Indigency (signed by the client *or* completed by you with an explanation why not signed by client)
2. Copy of Appointment Entry (file-stamped)
3. Motion For Approval of Payment of Appointed Counsel Fees and Expenses
4. Copy of the 1st page of the final dispositional entry (file-stamped)

See the Court website for forms, pleadings, Local Rules, phone numbers, and other information:
<http://mcjcoho.org>