

Date: March 8, 2006

To: All CAC (court appointed counsel)

From: Fee Review Committee

Re: Billing Procedures

The Fee Review Committee is tasked with the responsibility to peer-review all bills in excess of the statutory cap. We review each bill individually to ensure that an appropriate fee amount is submitted to the Justice Administration Commission (JAC). We do not have a standard percentage that we “cut” from each bill regardless of merit. To ensure that our efforts are taken seriously by the judiciary (so that you get paid what you deserve), we do not “rubber stamp” your bill.

As reviewers of your hourly submissions, we rely on the description you provide explaining how your time was utilized. For example, it is helpful to know that when you “reviewed the file” or “prepared” for a hearing, you read/indexed specific documents consisting of a specific number of pages. When time is spent on legal research, it is helpful to know the specific issue being researched, whether it is novel and unusual, and its application to the case in order to gauge the reasonableness of the amount of time spent by the attorney. Additionally, for the criminal division, if you spent more than an hour in Court on a non-evidentiary hearing, let us know why.

Further, attorneys may, at their own cost, bring a tape recorder or a court reporter to the Fee Review Committee meeting when the attorney’s bill is being reviewed. Such expense shall not be reimbursed by the JAC.

To insure prompt payment of your attorney fees, carefully review the procedure adopted by the local Indigent Services Committee (ISC) and the statewide JAC. They can be found at www.jud11.flcourts.org and www.justiceadmin.com.

It is imperative to include your e-mail address with your bill.