

Information for Court Appointed Attorneys Assigned Counsel Voucher CR-033 - Revised February 2009

***Special Notice:** The process for payment of counsel vouchers may take up to four weeks or more given current staffing levels. We appreciate your patience as we work to process these as quickly as possible. It has come to our attention that some attorneys are re-submitting vouchers, already in process for payment. Before re-submitting a voucher we ask that you please contact either the Court, or Ron Hamilton at the Administrative Office of the Courts at 822-0772, to verify if the voucher has been received or is in process for payment.*

Attorney Payment Voucher Instructions:

To ensure prompt and accurate payment, it is important for you to fill out all information requested on the voucher form. Failure to do so will require the clerk's office to return the voucher to you for completion.

1. All vouchers must be submitted using the current approved voucher form (CR-033, rev. 02/09), must comply with all instructions on the form, and must be legible.
2. All vouchers must be submitted within 90 days of disposition of the case. Vouchers submitted more than 90 days after disposition, or completion of a stage of a child protection case, will not be paid. "Disposition" of a case shall be at the following times:
 - entry of judgment (sentencing, acquittal, dismissal, or filing);
 - upon issuance of a warrant of arrest for failure to appear;
 - upon granting of leave to withdraw;
 - upon decision of any post-trial motions;
 - upon completion of the services the attorney was assigned to provide (mental health hearings, "lawyer of the day", bail hearings, etc.); or,
 - specific authorization of the court to submit an interim billing;
 - in child protective cases, a separate voucher must be submitted at the end of each stage. Each stage of a child protection case shall be: order after summary preliminary hearing or agreement; order after jeopardy hearing; order after each judicial review; order after a cease reunification hearing; order after permanency hearing; order after TPR hearing; law court appeal.
3. All vouchers must be filed in the court of disposition. Cases transferred to the superior court shall be included in the voucher submitted to the superior court at disposition of the case.
4. All vouchers must have attached an itemized statement of time spent for services in representation of your client.
5. All vouchers must have attached a separate list of itemized out-of-pocket expenses. Allowable out-of-pocket expenses are defined in Administrative Order, JB-05-5 (a. 7-08).
6. All vouchers, including charges for representation that exceed the maximum fee schedules set out in Administrative Order, JB-05-5 (a. 7-08), must include an explanation of reasons for exceeding the maximum fee allowed.
7. Expenses incurred for service providers must be submitted separately.
8. Witness fees, mileage and costs of service should not be included, see M.R.Crim. p. 17(b).
9. All extraordinary expenses authorized by the court shall be itemized by counsel and receipts or statements must be attached to this voucher.
10. The clerk's office may not maintain a copy of your approved voucher. Any questions regarding payment of your voucher should be directed to the Administrative Office of the Courts at 822-0772. Attorneys should allow ample time (30 days from date voucher is submitted to clerk's office) before making inquiries.