

## District Court Attorney Ad Litem Fee Processing Guidelines

The Court will pay a child's appointed Ad Litem for travel time on out of county child visits at the legal assistant rate as well as mileage. An Ad Litem must designate the county for child visits on billing invoice. The Court will *not* pay travel time or mileage to the Courts Building. **A bill will *not* be paid until the case has been disposed, *or* the attorney has been removed by Order of the Court, *or* the Court has authorized an interim payment *and* the proper Order has been submitted.**

**The current authorized fees for District Court are as follows:**

**Attorney Rate            \$125/hour**

**Legal Assistant Rate \$65.00/hour**

**Expert Rate            To be determined by the circumstances**

*\*\*Attorneys are required to file a Motion to Appoint and corresponding Order Appointing a Private Investigator. If additional funds are required, an Amended Motion and Order must be submitted to the Court. The Court may consider not paying a private investigation bill if no Order for payment was authorized.\*\**

**Mileage Rate            Standard IRS Mileage Rate at time of visit: [IRS Mileage Website](#)**

All attorney bills are now required to be filed with the District Clerk's office. The District Clerk's office will submit bills to District Court Administration for recommendations and submission to each judge.

All attorneys appointed to complete an Appeal **are required to submit a hard copy of the BRIEF** to District Court Administration; failure to provide brief will delay processing bill.

Jail visits must be documented by the jail for each attorney visit. If the visit is not documented the Court may consider not accounting time for the visit. *\*\*Attorneys will have the ability to submit supporting documentation such as information for the other defendant they were visiting on the same day for those funds to be considered for payment.\*\**

**Disputes regarding the amount of payment should be addressed with the designated District Court judge.**

Attorneys on appointment list are required to have an e-mail address and fax number on file with the Court. ***All attorneys are required to have their primary business address within Denton County and registered with the Texas State Bar for verification or attorney will be automatically removed from Appointment List.*** There is a mandatory reporting date for CLE hours for all attorneys serving on appointment list, which is October 1<sup>st</sup> of each year. We appreciate everyone's commitment to serve the citizens of Denton County.

Court appointed attorneys on family and civil cases will need to have their bills turned into the Court ***within a year of disposition of the case for payment.*** If the bill is filed beyond one year after disposition, the bill will be handled at the discretion of the District Judge presiding over the court.

### **Links to Websites**

[District Court Administration](#)