

**POLICY AND PROCEDURE REGARDING FEE VOUCHERS
FOR COURT APPOINTED ATTORNEYS
HANDLING CPS CASES**

APPOINTMENT LIST: To be placed on the CPS Court Appointed Attorney list, the attorney must send an email to Cindi Parker, Court Coordinator for Centex Child Protection Courts (cindi.parker@txcourts.gov) with a certificate of a minimum of 3 CLE hours pertaining to CPS cases. You will need to let Ms. Parker know which day/days of the week you would like to be placed on. The Centex Child Protection Courts hold court Tuesday-Thursday each week and on the third and fourth Monday of each month. The Judges recommend that you show up in Court on the day you are listed so when they do appoint you to represent a parent, you can meet with that parent on that day.

FEE VOUCHERS: Attorney fee vouchers are available in each courtroom. Attorney fee vouchers should be presented to the Associate Judge at the conclusion of your hearings for the day. Attorney fee vouchers not presented to the Associate Judge on the day of the hearing should be e-filed for review. Attorney fee vouchers for hearings held in Judge Jones' Court are to be e-filed and forward to Cindi Parker, Court Coordinator for her review except for fee vouchers for Jury Trials and Appeals. Fee Vouchers for Jury Trials and Appeals will be sent to Judge Jones for his Court Coordinator to handle. Once the Court Coordinator has reviewed the voucher it will then be presented to the proper Judge for approval.

HOURLY RATE: The hourly rate for presentation is \$75.00 per hour. Please ensure that you use this hourly rate on your fee voucher. Below is a conversion chart for your convenience.

Tenth	Rate	Total
.10	\$75	\$7.50
.20	\$75	\$15.00
.30	\$75	\$22.50
.40	\$75	\$30.00
.50	\$75	\$37.50
.60	\$75	\$45.00
.70	\$75	\$52.50
.80	\$75	\$60.00
.90	\$75	\$67.50
1.00	\$75	\$75.00

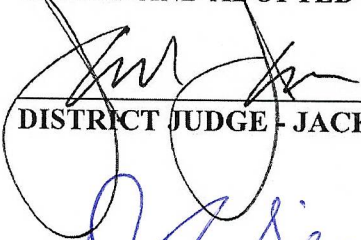
DETAILED CASE ACTIVITY & ITEMIZED BILL: Attorneys shall include all hearings and non-hearing hours spent on the case and provide an explanation for each activity conducted on behalf of their client. The date and the time spent on the activity should be indicated and must be a reasonable expectation of time. Other expenses that you can request reimbursement on: Subpoena fees, professional fees; special fees to communicate with client, i.e. if client is in federal custody; interpreter fees.

You do not get paid for the following: Time spent preparing the attorney voucher and travel time that is not pre-approved by the Court.

INFORMATION TO INCLUDE ON VOUCHER: Please make sure that you include attorney's name/firm name, SBOT #; Tax ID #; case name and cause number on the fee vouchers.

SUBMISSION OF FEE VOUCHERS: All fee vouchers must be submitted in a timely manner. It is preferred that you submit your fee vouchers at the conclusion of the attorney's day in court.

SIGNED AND ADOPTED THIS 13th DAY OF FEBRUARY, 2020.


DISTRICT JUDGE - JACK JONES


ASSOCIATE JUDGE - DALLAS SIMS


ASSOCIATE JUDGE - CHRIS CORNISH