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<b>Case Name:</b>		<b>Child's DOB<sup>1</sup></b>	
<b>FEES</b>			

Date	Indicate Stage Code	Service Description	Time Spent In Court	Time Spent Out of Court
<b>Total Time</b>				
Multiply by the Rate Per Hour			x 75.00	x 50.00
<b>Total Amount of Fees per Category</b>				

<b>EXPENSES</b>		
Date	Description	Amount
<b>Total Amount of All Expenses</b>		

<b>CHARTS</b>											
<p><b><u>Stage Code Chart</u></b></p> <p><b>CCH</b> - Continued Custody Hearing only  <b>CINC</b> - All CINC through disposition  <b>REV</b> - A six month review period subsequent to judgment of disposition  <b>TPR</b> - Termination of Parental Rights proceedings  <b>P-TPR</b> - A one year review period subsequent to termination or surrender of parental rights during which the child(ren) have not been permanently placed.</p>	<p><b><u>Time Unit Chart</u></b></p> <table style="width: 100%;"> <tr> <td>1- 6 minutes = .10</td> <td>31-36 minutes = .60</td> </tr> <tr> <td>7-12 minutes = .20</td> <td>37-42 minutes = .70</td> </tr> <tr> <td>13-18 minutes = .30</td> <td>43-48 minutes = .80</td> </tr> <tr> <td>19-24 minutes = .40</td> <td>49-54 minutes = .90</td> </tr> <tr> <td>25-30 minutes = .50</td> <td>55-60 minutes = 1.00</td> </tr> </table>	1- 6 minutes = .10	31-36 minutes = .60	7-12 minutes = .20	37-42 minutes = .70	13-18 minutes = .30	43-48 minutes = .80	19-24 minutes = .40	49-54 minutes = .90	25-30 minutes = .50	55-60 minutes = 1.00
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<sup>1</sup> If known, date of birth of one child party to the case.

### Notes:

1. This invoice form is only a sample intended to assist attorneys in billing in accordance with applicable billing policies and procedures including La. R.S. 46:460.21, Louisiana Supreme Court General Administrative Rule Part G, Section 9, and related regulations. Attorneys may utilize their own invoice forms that are in conformity with the billing policies and procedures. Billing policies and procedures are attached.
2. For the fill-in category "Child's DOB" (date of birth), the date of birth of one child in the family suffices.
3. Time and expenses billed must be reasonable and necessary and based on contemporaneous record-keeping. Billing shall be based on actual time spent on a case. Minimum billable time increments shall be no greater than one-tenth (1/10th) of an hour. For convenience, a handy time conversion chart is included on the sample invoice form.
4. Each service activity shall be listed individually with its corresponding time increment. Paragraph or block billing whereby multiple discrete activities are billed within a single time increment will not be accepted for payment.
5. Attorneys may not bill time for bill preparation or local travel to the courthouse.
6. Expenses billed must relate to a specific legal service performed and include the date and amount of the expense. A receipt or other appropriate documentation of the expense must be attached. Mileage in excess of 20 miles per trip shall be reimbursable in accordance with state travel regulations established by the state Division of Administration. Beginning and ending odometer readings or alternatively Mapquest documentation of mileage must be included in the itemization.
7. Upon completion of a discrete stage in child in need of care proceedings or final judgment in judicial certification of adoption proceedings, requests for payment of fees shall be submitted within the earlier of 90 days of completion of the discrete stage or final judgment or 30 days from the end of the state fiscal year (i.e. July 31<sup>st</sup>).