

## **ATTORNEY FEES AND EXPENSES IN CHILD PROTECTION CASES FOR CHILDREN AND INDIGENT PARENTS**

Policy published by the CPS judges on 8/20/2018

Please carefully review Texas Disciplinary Rule of Professional Conduct 1.04.

### **Hourly Fees**

Attorney fees may be billed at \$100 per hour.

Paralegal fees for legal work may be billed at \$50 per hour.

Time must be billed in 0.1-hour increments.

Attorneys should segregate the time billed for each client and matter, and should never double-bill for any time that may also be charged to a different client or matter.

### **Expenses**

Normal postage, copying, etc. is overhead that is meant to be covered by the hourly fee.

If there is a special expense, such as a required overnight or special delivery, an especially voluminous printing, or some other out-of-the-ordinary expense necessitated by the case, the receipt should be submitted with an explanation.

### **Travel**

Attorney travel time may be billed at \$50 per hour (in 0.1-hour increments).

Attorneys may not bill for travel to or from the Collin County courthouse or the Collin County Children's Advocacy Center.

Mileage for roundtrips greater than 50 miles may be reimbursed at current IRS rates (\$0.545 per mile as of 2018).

### **Billing**

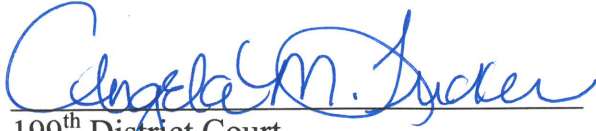
Attorneys should submit:

- (1) the Collin County Appointed Counsel Request for Compensation (pay sheet),
- (2) a detailed, itemized monthly invoice, and
- (3) receipts for any claimed expenses.

Bills covering one complete month should be submitted the next month for payment. For example, all August time should be submitted on one invoice in September.

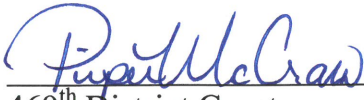
If a bill is submitted for work completed more than 90 days previously, it will be denied.

Bills may only be submitted to the presiding judge in the case.

  
199<sup>th</sup> District Court

  
296<sup>th</sup> District Court

  
417<sup>th</sup> District Court

  
469<sup>th</sup> District Court

  
470<sup>th</sup> District Court