

BROOME COUNTY ASSIGNED COUNSEL PROGRAM GENERAL BILLING GUIDELINES FOR FAMILY COURT ATTORNEYS

A copy of the Assigned Counsel Determination sheet (aka “assignment sheet”) must be submitted to Family Court along with your completed voucher. You may substitute the voucher's worksheet with your own computer-generated spreadsheet provided the spreadsheet bills in decimal format, specifies activity, and differentiates in-court from out-of-court hours. The most recent version of the voucher may be found at <https://gobroomecounty.com/audit/acu>.

Include your Broome County Vendor/Supplier number on all vouchers. The number may be obtained by contacting Audit & Control (607-778-2355) or you can find it on a previously received check. Also include the case number for which you are billing. The case number is *not* the file number. The case number may be found on the Assigned Counsel Determination Sheet. This number is required to process payments. You may include your TIN/EIN on the voucher, or you may note that the number is *On File*, if preferred.

Court Assigned Counsel cases with activity prior to April 2023 should be billed at \$75 for the time up to April 2023. All attorney hours from April 1, 2023 should be billed at \$158 per hour. Please Note: only *attorney* hours are reimbursable. The County does not reimburse for paralegal hours or for office assistant activity.

Submit completed family court vouchers to the Court for judicial review. If deemed appropriate by the judge, vouchers may be modified. You may submit vouchers electronically or by mail. After judicial approval, vouchers will be forwarded to Broome County Audit & Control for payment.

Mileage is reimbursable only for travel *outside of the County* (such as to interview witnesses). The rate of reimbursement is the IRS rate. Mileage is not reimbursable for out-of-county travel that is solely the result of the assigned counsel's practice being located outside of Broome County.

Copies are reimbursable at \$.10 per copy (indicate the number of copies made or attach documentation). Rates exceeding \$.10 are allowed only when copies are made at outside facilities (i.e. hospital). Include a copy of the invoice as documentation.

Parking, Postage (including Fed Ex, etc.), Faxes, and On-line research fees are not reimbursable expenses.

Long-distance telephone charges or jail phone charges are reimbursable with documentation.

Expert, investigative services, interpreter, or transcription services for family court must have prior authorization from the judge and should be paid by the attorney and then billed for reimbursement on the *Voucher for Assigned Counsel*.

Whenever documentation is required, provide proof of charges and proof of payment.

If you have questions regarding family court vouchering, please contact Bridget Grenolds at 607-778-2355 or at bridget.grenolds@broomecountyny.gov. The Assigned Counsel Unit for payment of family court vouchers is located in Broome County Audit & Control on the 4th floor of the Edwin Crawford County Office Building, 60 Hawley St., Binghamton. The mailing address for Audit & Control is PO Box 1766, Binghamton, NY 13902.

Any questions regarding *criminal court* representation should be directed to the Administrator of the Assigned Counsel Program on the 2nd Floor of the Broome County Library.