

**CPS BILLING GUIDELINES FOR THE 303RD DISTRICT COURT
EFFECTIVE JANUARY 1, 2020**

Hourly Fees

Attorney fees are billed and paid at \$100 per hour.

Time must be billed in 0.1 increments.

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

Expenses

The court does not reimburse for normal postage, copying, etc. The court will consider special or extraordinary expenses on a case by case basis.

Travel

When appropriate and feasible, electronic communication (skype, face time) is encouraged.

Attorney travel time should be approved prior to travel. The court will not reimburse expenses incurred for travel within Dallas county.

Reimbursement for travel over 60 miles requires prior court approval. Approved travel will be reimbursed at \$80 per hour, and mileage at IRS rates. Supporting documentation for travel reimbursement shall include a print out from a mapping website (Waze, google maps, Mapquest, etc), using the courthouse as the starting point. The court will not reimburse for parking, tolls or other expenses. Such expenses are expected to be covered through the attorney's hourly rate.

Billing

Attorneys should submit a completed Dallas county "Request for Payment" form along with a detailed itemized monthly invoice. If expenses are requested, a receipt should be attached.

Bills covering one month should be submitted the next month for payment. (e.g. January time should be submitted in February, February time should be submitted in March etc).

Once a bill has been submitted and paid for a pay period, additional bills for that same time period will not be considered (i.e. will be denied).

The court considers pay requests monthly on the second Friday of each month.

The court will not consider (i.e. will deny) payment for any work completed more than ninety days before submission.