

Dependency Flat Fee Pre-Audit Checklist

Voucher Cover

- _____ Correct case number
- _____ Correct Tax ID
- _____ Correct voucher cover AND Single/Multiple attorney section completed

Order of Appointment

(email to compliancereview@justiceadmin.org)

- _____ Correct case number
- _____ Correct case type (TPR order of appointment for TPR cases)
- _____ Attorney's name
- _____ Parent's name
- _____ Regional Counsel conflict language

Disposition (pre-disposition appointment)

(email to compliancereview@justiceadmin.org)

- _____ Correct case number
- _____ Order of Disposition or case closing document
- Or
- _____ Order adjudicating the child(ren) dependent **AND**
- _____ Order accepting case plan

Disposition (post-disposition appointment and 2nd year fees)

- _____ Correct case number
- _____ Order on Judicial Review or case closing document

Disposition (TPR)

- _____ Correct Case number
- _____ Order granting/denying/dismissing TPR petition (Abatement is not a billable stage)
- _____ TPR certification form completely filled out

Most Common Billing Errors

- No RC language on the order of appointment
- No TPR certification with TPR billing
- Incorrect Disposition (i.e. submitting only an order accepting case plan or only an order adjudicating the child(ren) dependent)
- Wrong voucher cover/voucher cover not completely filled out
- Submitting 2nd year too early (prior to anniversary date of order of appointment)
- Wrong order of appointment (submitting dependency order of appointment with TPR billing)
- Documentation not signed and dated by a judge

The above is simply a **guideline to assist in preparing billing packets to the JAC. There may be issues other than those presented in this guideline that will prevent or delay payment of a bill until said issues are resolved. JAC reserves the right to object to all bills.*