

Billing and Payment Processes (Contract Attorneys)

Payment for court appointed attorneys, including contract attorneys, is contingent upon the availability of funds. In order to receive payment, attorneys must submit an invoice plus a copy of their monthly on-line attorney log, to their local district court's fiscal office.

After you submit your payment application to your court's fiscal office, court staff enters the requisite data in the court's accounting system. The application is then forwarded to the Administrative Office of the Courts (AOC) in Santa Fe. Payment information is recorded in the AOC's accounting system and the application is then forwarded to the Department of Finance and Administration (DFA) for payment. When payment is approved the check is forwarded to the AOC, mailed to the district court, and finally mailed or delivered to you. This process may take between two and four weeks. You may choose to have your check directly deposited into your account, which may slightly shorten the processing time.

If you have questions about the billing or payment process please contact the fiscal department at your local district court or Beth Collard at the Administrative Office of the Courts 505-827-4969; aocbac@nmcourts.gov