

## **Billing and Payment Processes (Non-Contract Attorneys)**

Payment for court appointed attorneys is contingent upon the availability of funds. Payment forms are available on the Judiciary's web page under the link: Court Appointed Attorneys. <http://www.nmcourts.gov/courtappointedattorneys.html> In order to receive payment, attorneys must submit the payment application form to your local district court. Payment is \$30.00 per hour not to exceed specific dollar limits for each event. The judge must approve any additional fee and the order approving such fees must be attached to the payment application form.

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. Additionally, due to budget constraints in FY11, non-contract invoices will only be processed once a month at the AOC. Invoices received by the district court after the 10<sup>th</sup> will not be submitted to the AOC until the following month.

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](mailto:aocbac@nmcourts.gov)