

OAKLAND COUNTY PROBATE COURT

1200 N. Telegraph Rd., Dept 457
Pontiac, MI 48341-0457
Telephone: (248) 858-0260
FAX: (248) 452-2016
www.oakgov.com/probate

Payment and Billing Instructions for:

- Court Appointed Attorneys
- Guardians ad Litem
- Independent Evaluations by
Physicians or Mental Health Professionals

The Oakland County Probate Court's Fee Schedule was modified effective October 6, 2008 and is applicable for representation that occurs on or after October 6, 2008.

You will find the revised *Fee Schedule* and two different *Statements of Services and Orders for Payments* at www.oakgov.com/probate/info_pub/ocpc-fees.html.

To be paid for services rendered, you must follow these specific directions:

Mental Health Attorneys

Submit form *Statement of Services and Order for Payment – Mental Health* (PEMH 1092a)

Court Appointed Attorneys and Guardians ad Litem

Submit form *Statement of Services and Order for Payment – General Probate* (PEMH 1092)

Mailing Address for “Statement of Services and Order for Payment”

Business Office
Oakland County Circuit Court
1200 N. Telegraph Rd., Dept. 404
Pontiac, MI 48341-0404

Independent Evaluators

Submit form *Independent Evaluator Invoice* (PEMH 1102) to:

Oakland County Probate Court
1200 N. Telegraph Rd., Dept. 457
Pontiac, MI 48341

Attention: *Kit Schatz* (For evaluations on mentally ill or developmentally disabled persons)
Or *Pat Hays* (For evaluations on incapacitated or protected individuals)

The following information will be helpful in submitting your billing:

1. Please print or type the information completely, sign the form, and double-check that the form is legible, otherwise it will be returned. Faxed copies are acceptable.
2. The form may not be submitted until after the court hearing, unless the case has been dismissed or you have been released.
3. Mental Health Attorneys of the Week must attach copies of their court-issued *Attorney Appointment Logs* to their statement of services, and check the appropriate boxes to indicate the level of representation. The county requires this for purposes of seeking reimbursement.
4. The form must be submitted within 60 days after you have been released or the case has been dismissed, whichever occurs first. Billings submitted beyond the 60 day period will not be honored.
5. If a guardianship file has a companion conservatorship file, you must bill the conservator if there are sufficient funds in the estate. The County will only honor your billing if there are insufficient funds in the estate. You must provide a statement and/or submit proof indicating why fees are not recoverable from the estate.
6. For payment purposes, the Oakland County Circuit and Probate Courts will treat companion files as *one case*. You will only be paid the rate for *one case* if the hearings are held on the same day. Examples are: 1) one child with both neglect and guardianship files, 2) sibling guardianships, regardless of whether they have the same file number, and 3) companion guardianship or conservatorship files on a husband and wife.
7. Extraordinary fees - Requests for fees in excess of the fee schedule or beyond its scope should be submitted on the billing form with the words "Extraordinary Fees" typed/printed at the top. An explanation of the reasons for the request must be attached. The Business Office will assess these requests.

Any questions regarding payment and billing procedures should be directed to Business Office at 248-858-0255.

Any questions regarding the fee schedule should be directed to Probate Court Administration at 248-858-5603.