

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 and the Statement of Services for both Mental Health cases and General Probate cases are available on the court's website at: www.oakgov.com/courts/probate/Pages/info_pub/ocpc-fees.aspx. You must use the form dated 12/14 for all Mental Health cases. You must use the form dated 5/15 for all General Probate cases. Incorrect forms will be returned by the Business Officer after September 1, 2015.

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

ATTORNEYS

Mental Health

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

Court Appointed Defense 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) by mail or fax to:

Attention: *Carol Esher* (for guardianship/conservatorship cases)

Attention: *Vicki Spicer* (for mental health cases)

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

Or FAX # - (248) 975-9607

(See reverse side for further information)

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. **You should address the issue of whether to bill the estate on the record.** Generally, if the respondent's estate has sufficient liquid assets, the court may order the estate to pay the GAL and/or attorney fees.
6. For payment purposes, the Oakland County Probate Court 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) guardianship & conservatorship on the same individual, 2) sibling guardianships, 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 court will assess these requests.

Any questions regarding payment and billing procedures should be directed to Business Office at 248-452-2078.

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