

**INSTRUCTIONS: PROCEEDINGS INVOLVING CHILDREN
COURT APPOINTED ATTORNEY REQUEST FOR PAYMENT**

**BILLING IS TO BE SUBMITTED ONLY UPON THE COMPLETION OF A PROCEEDING AS DESCRIBED
IN COMAR 07.06.10.06 AND .07. PLEASE REFER TO THESE SECTIONS FOR COMPLETE
DIRECTIONS.**

MAIL TO:

Director, Maryland Legal Services Program
Court Appointed Attorney Payments
311 West Saratoga Street
Baltimore, MD 21201-3521

I. STEP ONE: Send at the same time the fee petition is filed with the court:

- A. Copy of Fee Petition
 - ◆ Cite type of case, the DSS which was party to the case and specific hearings attended.
- B. CERTIFICATE OF SERVICE
 - ◆ Include Director, Maryland Legal Services Program.
- C. DOCUMENTED BILLING STATEMENT/TIME SHEET
 - ◆ Include trial and non-trial hours - Time spent in preparation of billing does not qualify.
- D. ORDER APPOINTING ATTORNEY

II. STEP TWO: Send upon receipt of the signed court order:

- A. REQUEST FOR PAYMENT FORM
 - ◆ Duplicate the blank form for continued use.
 - ◆ The form may be formatted on your computer for repeated use OR fill in repetitious information such as attorney name, ID # and address on the original form before photocopies are made.
 - ◆ If more than one child is represented, include all names on the same form.
 - ◆ Original signature - any color EXCEPT black.
 - ◆ Ensure the accuracy of the Federal ID or Social Security number to whom payment is to be made.
- B. COURT ORDER FOR PAYMENT OF FEE
 - ◆ Include attorney name and address in the order.
 - ◆ Only the signed original or true test copy is acceptable.
- C. OPTIONAL: SELF-ADDRESSED ENVELOPE
 - ◆ You can expect payment in approximately five weeks from the mailing of Step Two.
- D. **BRIEF EXPLANATION OF WHY THIS CASE WAS NOT GIVEN TO MLSP'S
CONTRACTED ATTORNEY**

IF QUESTIONS REMAIN AFTER READING COMAR, PLEASE CONTACT MLSP STAFF AT (410) 767-7858. WITH ALL INQUIRIES, PLEASE HAVE THE CLIENT FILE AT HAND.