

Billing Options for Hourly Invoices

When users submit an hourly invoice in the Court Appointed Counsel billing system, they are required to select both a “Service Type” and a “Service Sub-type”.

The Service Types coincide with authorized expenses eligible for reimbursement in CJD’s 04-04 and CJD 04-05.

- Some Service Types correspond with appointment roles, and the CAC system is programmed with the hourly rates and appointment maximum amounts authorized for those roles in CJD’s 04-04 and 04-05.
 - Roles include **Court Visitor, Investigator, Attorney Child Family Investigator, Non-Attorney Child Family Investigator, Paralegal/Legal Assistant, Counsel, and Guardian ad Litem.**
- Other Service Types are more general, can be applied to all appointment types and are paid by pre-determined amounts found in a CJD or judicial policy.

Service Sub-types are offered in a dynamic menu based on the Service Type that is selected.

- For Service Types that correspond with appointment roles, the Service Sub-types are activities which those appointees may perform as part of the work in that role.
- For Service Types that are more general, the Service Sub-Types auto populate as “Other”.

Service Type selections:

The Service Type combo box includes the following selections:

A screenshot of a web-based dropdown menu for selecting a Service Type. The menu is open, showing a list of options. The first option, "Copies (qty in copies)", is highlighted in blue. The other options are listed in a standard font. The menu is titled "* Service Type:" in red text. A small downward arrow is visible on the right side of the dropdown box.

* Service Type:
Copies (qty in copies)
Court Ordered Court Ordered Travel-Misc. Expense (qty in dollars)
Court Visitor (qty in hours)
In Court (qty in hours)
Investigator (qty in hours)
Long Distance (qty in dollars)
Non-Attorney/Child Family Investigator (qty in hours)
Out of Court/Appellate (qty in hours)
Paralegal/Legal Assistant (qty in hours)
Postage (qty in dollars)
Travel Mileage (qty in miles)

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Role Based Service Types options:

Court Visitor – (role VIS) CJD 04-05 authorizes this appointment to perform services at \$40.00 per hour with a maximum of \$779.00. This selection should be used for all activities for a VIS appointment.

100139738	43-7 Montrose County (District Court)	Probate	2025-02-25	Open	H (100%)	No	2025 PR 206	No	COURT VISITOR	VIS	\$818.00	\$0.00
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Investigator – (role IVS) CJD 04-05 authorizes this appointment to perform services at \$55.00 per hour with a maximum as ordered by the court. This selection should be used for all activities for an IVS appointment.

Appointment	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
100139753	43-7 Montrose County (District Court)	Advisory Counsel	2025-03-04	Open	H (100%)	No	2025 CR 207	No	ACCESSIBILITY DEFENDANT	IVS	\$1,000.00	\$0.00

Attorney Child Family Investigator – (role SP1) CJD 04-05 authorizes this appointment to perform services at \$110.00 per hour with a maximum of \$3309.00. This selection should be used for all activities for an Attorney CFI appointment.

Appointment	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
100139654	43-7 Montrose County (District Court)	Domestic Relations	2025-03-04	Open	H (100%)	Yes	2024 DR 701		TEST CFI	SP1	\$3,159.00	\$0.00

Non-Attorney Child Family Investigator – (role SP2) CJD 04-05 authorizes this appointment to perform services at \$110.00 per hour with a maximum of \$3309.00. This selection should be used for all activities for a non-Attorney CFI appointment.

100139754	43-7 Montrose County (District Court)	Domestic Relations	2025-03-04	Open	H (100%)	No	2025 DR 304	No	CFI NON- ATTORNEY	SP2	\$3,159.00	\$0.00
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Paralegal/Legal Assistant – this is required to be billed under an attorney appointment and does not have its own role. CJD 04-05 authorizes this appointment to perform services at \$42.00 per hour and the maximum is determined by the attorney’s role. This selection should be used for all activities performed by a paralegal, legal assistant or law clerk.

In Court – CJD 04-05 authorizes appointments for counsel (role CTA), Guardian ad Litem (role GAL) – **these are for adults only**, and Extreme Risk Protections orders (role EPA) to perform services for parties in a variety of cases. These roles are authorized at \$110.00 per hour and the max is determined case class. (see CJD 04-05 page 9 for details) This selection should be used of all In Court activities for CTA, EPA and GAL appointments.

Out of Court/Appellate - CJD 04-05 authorizes appointments for counsel (role CTA), Guardian ad Litem (role GAL) – **these are for adults only**, and Extreme Risk Protections orders (role EPA) to perform services for parties in a variety of cases. Each of these roles is authorized at \$110.00 per hour and the max is determined case class. (see CJD 04-05 page 9 for details) This selection should be used for all Out of Court or Appellate activity for CTA, EPA, and GAL appointments.

Examples of CTA, EPA, and GAL entries:

Appointment	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
100139755	43-7 Montrose County (District Court)	Other	2025-03-04	Open	H (100%)	No	2025 DR 304	No	DAD ACCESSIBILITY	GAL	\$4,659.00	\$0.00
100139756	43-7 Montrose County (District Court)	Mental Health Drug/Alcohol Commitment	2025-03-04	Open	H (100%)	No	2025 MH 206	No	CAC ACCESSIBILITY	GAL	\$1,214.00	\$0.00
100139745	62-19 Weld County (District Court)	Mental Health	2025-02-27	Open	C (100%)	Yes	2025 MH 124		CAC ACCESSIBILITY	CTA	\$1,214.00	\$0.00
100139740	43-7 Montrose County (District Court)	D&N Special Respondent	2025-02-25	Open	H (100%)	No	2025 JV 225	No	SPECIAL RESPONDENT	CTA	\$2,032.00	\$0.00
100139748	43-7 Montrose County (District Court)	Unknown Type - (JDF579,)	2025-02-27	Open	H (100%)	Yes	2025 C 227		EXTREME RISK	EPA	\$1,264.00	\$0.00

Any invoice that contains a Service Type that does not correspond with the appointed role, will be cleared from your invoice or the entire invoice will be denied.

In either case, you would need to resubmit an invoice using the correct Service Type option for your appointment role.

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General Service Types options:

The options below can be used for any appointment role, and are not billed at the hourly rate, but are entered as quantities instead.

Court Authorized Travel – Misc. Expenses – This should be used for pre-approved travel expenses only (airfare, hotel, meals, rental car, gas, etc. when court approves travel). This selection defaults to Service Sub-type – “Other” and are entered into CAC as dollars for the amount incurred.

- This option requires the user to enter a reason in the “Sub-Type – Other Reason field.
- All appropriate copies of travel receipts are required to be provided directly to court staff.
- Any other expenses billed here are not allowable.
- Please reference CJD 04-04 or 04-05 for a list of expenses that are allowed and should be billed directly to the local court for reimbursement.
- If you are charged a “Filing Fee” on a state paid case, please submit a reimbursement request form to CCE efilingsupport@judicial.state.co.us. The court is not authorized to refund any electronic filing fees incurred.

Copies – entered as total quantity of copies made and paid at \$0.25 per copy. This selection defaults to Service Sub-type – “Other”.

Long Distance – entered in dollars for the total amount incurred. This selection defaults to Service Sub-type – “Other”.

Postage - entered into dollars for the total amount incurred. This selection defaults to Service Sub-type – “Other”.

Travel Mileage – enter in total miles incurred and paid at rate in the judicial travel fiscal rules. This requires a selection from the Service Sub-type combo related to the travel.

Service Sub-Types options:

Service Sub-types are offered in a dynamic menu based on the Service Type that is selected.

- For Service Types that correspond with appointment roles, the Service Sub-types are activities which those appointees may perform as part of the work in that role.
- For Service Types that are more general, the Service Sub-Types auto populate as “Other”.
 - Other: *A Reason should be entered. Please ensure that you are only entering items that are allowable per CJD’s 04-04 and 04-05. For example: attempted phone calls, left voice message, and administrative activity such as billing, making copies, opening and closing file, etc. are **not allowable**.)*