

Checklist

Questions? Please contact us.

Never alter docket or other documentation. Entering false data into the Online Billing system will be viewed as fraud and dealt with as such.

General	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Did you disclose any private retainers? • Billed travel time and court time separately?
Trial	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Trial days correctly counted? Trial time and prep time? • Billed for correct enhancements (Bail hearings, pre-trial hearings, etc.)? • Charges heard together, billed together?
Important Dates	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Do Services billed start no more than one month before the effective date on the certificate? • Are you submitting the account in time? (i.e. Not more than six months after the anniversary date of issue.) • First date of service and last date of service matches itemized dockets • Last date of service is before termination/cancellation date of certificate.
Dockets	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Dockets submitted match precisely the account they are submitted with. <i>If you bill an interim account, you must provide dockets for that interim work. If you bill a final account on that same certificate – the dockets must reflect only the additional work done.</i> • Dockets Attached? • Have you included start/end times for all dockets over 0.5 hrs? • Are appropriate service providers used for each service and billed for? <i>(The lawyer/ law clerk/ student who provided each service is listed and credited).</i> • Dockets hours match amount submitted online. • <i>Please note – if your dockets are over the tariff maximum, yet you have only billed the tariff maximum online and do not wish to ask for discretion - please indicate on the dockets the discounted hours. (ex. Discounted 0.6 hrs)</i>
Disbursements	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Invoices required are submitted?