



Supreme Court of Tennessee

Administrative Office of the Courts
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Nashville, Tennessee 37219
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DEBORAH TAYLOR TATE
Director

MICHELLE J. LONG
Deputy Director

MEMORANDUM

TO: Attorneys Submitting Fee Claims to the AOC

FROM: Lacy Wilber, Assistant General Counsel

DATE: December 7, 2020

RE: Reminders for Submission of Fee Claims

To assist the AOC with auditing requirements and with streamlining payment of claims, please ensure your claim complies with the following non-exhaustive Tennessee Supreme Court Rule 13 (“Rule 13”) requirements.

- An appointment order must include the style of the case, the client’s name, the case number, a finding of indigency, a statement showing you were appointed, and the judge’s signature. If an appointment order is two pages, the client’s name must appear on both pages. If you upload a multi-page document such as a final order, please highlight the section that shows you were appointed. This information must be correctly reflected on the Properties page in ACAP.
- Attorney fee claims must identify the time appointed counsel expended on each activity. Attorney fee claims may only seek compensation for time appointed counsel spent on case-related work.
- Time must be recorded in tenths, or six-minute increments. Time cannot be recorded in half-hour or hourly increments. Recording time in half-hour or hourly increments may trigger overbilling and result in a comprehensive audit of your billing practices.

- When claiming compensation for time spent on an activity that appears excessive, such as a two-hour phone call, please explain why the additional time was necessary.
- When claiming time for “in court” activities, you must describe the activity, such as a hearing, a continuance, etc. Simply listing “in court” as the activity is not sufficient. Additionally, time for in-court activity is only for time you are engaged with the judge.
- Claiming 0.1 for each text/email that is sent/received is not allowed. You must aggregate your time for these activities. Failure to aggregate your time for these activities may trigger overbilling and result in a comprehensive audit of your billing practices.
- Redact Personal Identifying Information such as birthdates, social security numbers, and checking account numbers before submitting your fee claim.
- When submitting a fee claim for a second or subsequent probation violation with the same case number, please obtain and upload a new appointment order to show that the claim is not a duplicate or interim billing.
- When representing a parent in a dependency and neglect or termination of parental rights proceeding, list both the parent’s and the child’s name on the Properties page in ACAP.
- When the claim states that the case was disposed of by final order several weeks after your last appearance in court, upload a date-stamped copy of the final order.
- If a judge has signed an order declaring the case complex or extended, check the complex box on the Properties page and upload the signed extended/complex order when prompted in ACAP.

Thank you for all you do on behalf of indigent parties and for helping the AOC be a good steward of taxpayer funds.