

Rules and suggestions for completing misdemeanor vouchers

Errors in voucher submissions may delay payments and irritate judges and staff. It is, therefore, both helpful and in your best interest to follow these guidelines in preparing your misdemeanor vouchers:

1. Follow the format of the voucher provided on the Court website, particularly with regard to the top (your information and case information) and the bottom (totals and signatures) of the form. Doing so makes the voucher move through the approval process more easily and, thus, provides for quicker payment. You may add a line in the totals section for expenses that you itemize elsewhere. (The Court provides a fillable PDF, at http://www.douglas-county.com/district_court/dcl/docs/pdf/misd_ap_voucher.pdf, for your convenience.
2. Itemize your time spent. The local court rule requires it, and it helps us to ascertain whether a second voucher on a case duplicates prior charges.
3. List your time in tenths of hours. That's right, use those handy 6-minute increments. That is the convention followed by nearly all panel attorneys and will make it easier for you and us to compute your total time.
4. Compute your time and transfer the totals to the bottom section. Don't expect the judge or court staff to add up your time for you. Add up the in-court time, the out-of-court time and expenses, then transfer the totals to the summary section, and arrive at a final amount. The document listed in item 1 above will do this for you.
5. Check your math. If you can't add, find someone who can. You might also consider getting a computer program that does time billing or using Excel or a similar program to do your math. To get an Excel template, send an email request to jmajure@douglas-county.com.
6. If your fees exceed the caps listed in the local court rules, and you want to be paid for all the time you spent, you must submit a motion (stating the reasons that higher fees are appropriate) and an order declaring that the case is exceptional. Don't expect the judge to grant exceptional case status without such an order. Following are the fee caps:

Misdemeanors		Indirect contempt	\$320
Not tried	\$720	Care & treatment	\$320
Tried	\$1200	Modification of sentence	\$320
Appealed	\$1680	Probation violation	\$320
		Parole violation	\$320

7. Turn in your voucher at your case's conclusion in court. Doing so will endear you to the judges and staff. If you can't turn it in then, turn it in to the division as soon as possible afterward. The local court rule states that it is due within 30 days.
8. Type or write very clearly. Handwritten voucher submissions, while acceptable, are less professional than typed submissions and often hard to read. If you submit a handwritten voucher, please make it legible.
9. Make sure the county Accounts Payable office has your W-9 form. Someone will send you one, or you can find one online. You will not be paid unless one is on file. Accounts Payable is on the second floor of the old courthouse, 1100 Massachusetts St., Lawrence KS 66044.

Attorney voucher FAQs

Q. What is the pay rate?

A. The hourly rate is \$50 for activity through Jan. 1, 2007. Thereafter, until further notice, the pay rate is \$80 an hour. (Douglas County continues to pay \$80/ hour even though the Kansas Board of Indigent Defense has at least temporarily reduced its fees to \$62/ hour.)

Q. When will I get paid?

A. About two weeks after the voucher has been approved by the judge. Checks are issued and mailed on Thursdays. Weeks with holidays may be different.

Q. It's been almost three weeks since I submitted my voucher. Where's my money?

A. The check might be in the mail, but it might not have been processed yet because you did something wrong. When a voucher with bad math gets past the judge, the voucher must be returned to the judge for review before a check is issued. If it's hard to read, doesn't include complete information, exceeds the cap or in any other way violates the above rules, your payment may be delayed.

Q. I checked my copy, and everything is fine. So why I haven't I been paid?

A. Most likely you turned it in after court and the judge didn't review it right away. Then again, maybe the county doesn't have your W-9 form.

Q. OK, I've waited a month now, and I want my money. Whom do I ask?

A. Contact Janet Majure. She's available by phone primarily on Tuesdays and Thursdays at 330-2810. Or, you can email her any time, jmajure@douglas-county.com, and she will get back to you.