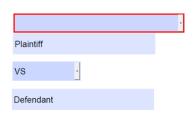
INSTRUCTIONS FOR THE UNIFORM COURT APPOINTMENT FEE ORDER

Cause Number	The Cause Number is a <u>required</u> field. Enter the cause number as numeric only (2016123456).
Style	The Style is a <u>required</u> field. See the page 3 for examples of formatting in the
•	various categories of cases (civil, family, probate, juvenile)
Court	The Court is a required field. Choose a court from the drop down menu.
Person Appointed	The Person Appointed is a <u>required</u> field. Enter the name of the person the
	court appointed.
PROBATE/GUARDIANSHIP ONLY CASES	The field next to the "Person Appointed" field is required only in
	probate/guardianship cases. If the case is civil, family, or juvenile, leave blank.
SBN	SBN is <u>required only</u> if the appointed person is an attorney. If the appointed
	person is not an attorney, leave the field blank.
Appointed As	The "Appointed As" is a <u>required</u> field. Choose the appointed position from
	the drop down menu.
Representing	Representing is a <u>required</u> field. Enter who the appointed person is
	representing. If the appointed person is not representing a party, please enter "N/A".
Fee Request for Period (From-To)	This field is required. Enter the start date of this fee request along with the
	end date of this fee request.
Prior Payments Received	This field is required only if the appointed person has received payments on
	this case, for this appointment, in the past.
Description of Services Provided	This is a <u>required</u> field (even if you are claiming a flat fee). Provide information
(Itemize by Date)	on the services provided.
Date	This is a required field (even if you are claiming a flat fee) that corresponds to
	the entry made in "Description of Services Provided".
Time	This is a <u>required</u> field (even if you are claiming a flat fee) that corresponds to
	the entry made in "Description of Services Provided". Please round to the
	quarter hour (.25, .5, .75, 1 hour). This field is numeric only. If the hours
	worked is a whole number, put only the whole number, not a decimal (put "1"
	not "1.00).
Hourly Fee/Flat Fee	This field is a drop down menu, found at the bottom of page 1. This is a
	required field. If you are claiming a flat fee, you will go to the table on page 2
	(see below). If you are claiming an hourly fee, choose one.
Description of Expenses/Flat	This field is required only if:
Fee/Other Provided	1. The appointed is requesting reimbursement of expenses;
	2. The appointed is requesting a flat fee; OR
	3. The appointed is being paid in another manner (friendly suits).
	Provide the description of expenses or what type of flat fee utilized (juvenile,
Data	probate, civil, etc.) This is a required field if the appointed person is asking for expanses /flat
Date	This is a <u>required</u> field if the appointed person is asking for expenses/flat fee/other.
Cost	This is a <u>required</u> field if the appointed person is asking for expenses/flat
	fee/other.
Source of Fee	This is a required field. Select who/what entity will be paying this fee request.
Date	This is a required field. Enter the date the fee request will be submitted.
Signature Line	This is a required field. It is permissible to use /s/ Appointed Name.
Print Name	This is a required field. Provide the Name of the Person Appointed.
Email Address	This is a required field. Provide the email address for the person appointed.
an / taa1 000	The is a required inclusive the chian address for the person appointed.

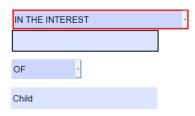
If you have any questions about this form or the process, please contact Office of Court Administration at (806) 775-1355.

Examples of Styles

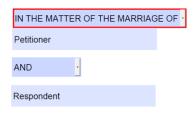
Plaintiff v. Defendant



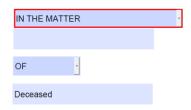
Family Law (SAPCR)



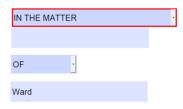
Family Law (Divorce)



Probate



Guardianship



Juvenile

