

## INSTRUCTIONS FOR THE UNIFORM COURT APPOINTMENT FEE ORDER

Cause Number	The Cause Number is a <b>required</b> field. Enter the cause number as numeric only (2016123456).
Style	The Style is a <b>required</b> field. See the page 3 for examples of formatting in the various categories of cases (civil, family, probate, juvenile)
Court	The Court is a <b>required</b> field. Choose a court from the drop down menu.
Person Appointed	The Person Appointed is a <b>required</b> field. Enter the name of the person the court appointed.
PROBATE/GUARDIANSHIP ONLY CASES	The field next to the "Person Appointed" field is <b>required only</b> in probate/guardianship cases. If the case is civil, family, or juvenile, leave blank.
SBN	SBN is <b>required only</b> 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 <b>required</b> field. Choose the appointed position from the drop down menu.
Representing	Representing is a <b>required</b> 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 <b>required</b> . Enter the start date of this fee request along with the end date of this fee request.
Prior Payments Received	This field is <b>required only</b> if the appointed person has received payments on this case, for this appointment, in the past.
Description of Services Provided (Itemize by Date)	This is a <b>required</b> field (even if you are claiming a flat fee). Provide information on the services provided.
Date	This is a <b>required</b> field (even if you are claiming a flat fee) that corresponds to the entry made in "Description of Services Provided".
Time	This is a <b>required</b> 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 <b>required</b> 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 Fee/Other Provided	This field is <b>required only</b> if: <ol style="list-style-type: none"> <li>1. The appointed is requesting reimbursement of expenses;</li> <li>2. The appointed is requesting a flat fee; OR</li> <li>3. The appointed is being paid in another manner (friendly suits).</li> </ol> Provide the description of expenses or what type of flat fee utilized (juvenile, probate, civil, etc.)
Date	This is a <b>required</b> field if the appointed person is asking for expenses/flat fee/other.
Cost	This is a <b>required</b> field if the appointed person is asking for expenses/flat fee/other.
Source of Fee	This is a <b>required</b> field. Select who/what entity will be paying this fee request.
Date	This is a <b>required</b> field. Enter the date the fee request will be submitted.
Signature Line	This is a <b>required</b> field. It is permissible to use /s/ Appointed Name.
Print Name	This is a <b>required</b> field. Provide the Name of the Person Appointed.
Email Address	This is a <b>required</b> field. Provide the email 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

Plaintiff

VS

Defendant

### Family Law (SAPCR)

OF

Child

### Family Law (Divorce)

Petitioner

AND

Respondent

### Probate

OF

Deceased

### Guardianship

OF

Ward

### Juvenile

Juvenile