

# SAMPLE Billing Statement From a Managed Assigned Counsel Administrator

## INVOICE

BILL TO  
City of XXXXXXXX

INVOICE { 1162  
DATE - 01/31/2022  
TERMS Net 30  
DUE DATE 03/02/2022

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Hours	1/1/22 - Holiday	0	0.00	0.00
Hours	1/2/22 -weekend		0.00	0.00
Hours	1/3/22 - Train LN on JIS. Assign cases. Approve invoices reviewed. Court watch.	4	100.00	400.00
Hours	1/4/22 - Follow up with attys regarding assigned cases. Send court updated assignment log. Find additional atty for PM docket on 1/6. Assign cases. Follow up on invoice inquires.	3	100.00	300.00
Hours	1/5/22 -Spk to atty office regarding invoicing/appt procedures. Assign cases. Forward invoices to LN for checking. Respond to atty emails. Cross reference CLE completion/atty list. Send updated version to court.	3.50	100.00	350.00
Hours	1/6/22 - Sign off on invoices reviewed and submit to city. Respond to atty emails. Send request for updated invoice from atty office. Draft email to attys regarding changes in court procedures for zoom. Send to attys and post online Forward MIDC communications to court. Reassign conflict case. Assign cases..	3	100.00	300.00
Hours	1/7/22 - Process W9 for new vendor. Forward invoices to LN. assign cases.	2.50	100.00	250.00
Hours	1/8/22 - weekend	0	0.00	0.00
Hours	1/9/22 - weekend	0	0.00	0.00
Hours	1/10/22 - Forward invoices to LN. coordinate LN at 38th because if continued JIS issue at city hall. Respond to atty emails. Assign cases.	2.50	100.00	250.00
Hours	1/11/22 - Respond to Atty regarding zoom arraignment procedures. Contact court admin to discuss procedures send out communication regarding new procedures . Assign cases. Forward invoice to LN for review . Respond to atty invoice questions.	2.50	100.00	250.00
Hours	1/12/22 - Assign cases. Respond to court regarding assigned cases review docket for 2/1/22. Review and approve invoices from LN. send feedback.	2.50	100.00	250.00
Hours	1/13/22 - Coordinate LN training for appearances. Discuss	2.50	100.00	250.00

with court administrator L and taking over the inputting of appearances moving forward. Answer attorney emails. Speak to L and to provide feedback regarding invoicing. Assign cases. Approve invoice reviewed by LN and send to city.

Hours	11/14/22 - Assign cases and update spreadsheets. Forward invoices to LN. contact Court administrator regarding cases being sent in for appointment that should not be.	2.50	100.00	250.00
Hours	1/15/22 - Send email to city regarding December 8 check to attorney. Issue with receiving sent to wrong address possibly. Respond to Atty emails and forward or invoicing to attorney. Send new procedure email out for all case appearances.	1.50	100.00	150.00
Hours	1/16/22 - weekend	0	0.00	0.00
Hours	1/17/22 - Assign cases. Respond to Atty emails. Forward invoices to LN. Send email to court administrator regarding invoicing issue/appearances.	1.50	100.00	150.00
Hours	1/18/22 - Respond to emails from public defender office. Follow up regarding invoicing with LN Contact attorney and case accidentally assigned that was felony. Respond to email from BS regarding invoice issue. Respond to Attorney email regarding arrangements and appearances on same day. Assign cases. Forward over invoicing to LN. Instruct LN to create new appearance sheet and share with court.	2.50	100.00	250.00
Hours	1/19/22 - Forward invoicing to LN. Copy Attorney on emails. Forward PM arraignment docs to court.	2	100.00	200.00
Hours	1/20/22 - Respond to city emails regarding timesheet. Respond to court emails regarding appointment of counsel. Approve invoice reviewed by LN and send to city.	2.50	100.00	250.00
Hours	1/21/22 - Court visit. Coverage of cases for attys. Draft schedule and circulate for confirmation	2.50	100.00	250.00
Hours	1/22/22 - weekend	0	0.00	0.00
Hours	1/23/22 - weekend	0	0.00	0.00
Hours	1/24/22 - Court visit and attempt to pull reports but have JIS issues. Court admin to help fix issue. Contact attorney regarding arraignments.	2.50	100.00	250.00
Hours	1/25/22 - Court visit. Order reports through JIS. Finalize arraignment schedule. Forward invoicing to LN. Assign cases. Approve invoice reviewed by LN and send to city.	3.50	100.00	350.00
Hours	1/26/22 - Attempt to complete reporting for quarter one. Issues with login for EGrams. Issues with reports and seek assistance from court admin. Assigned cases. Speak to LN regarding spreadsheets.	3.50	100.00	350.00
Hours	1/27/22 - Complete quarterly programming report Egrams. Send information to city and seek atty numbers. Speak to court administrator regarding arraignment schedule for tomorrow. Assign files.	3	100.00	300.00
Hours	1/28/22 - Assign cases. Spk to court admin regarding defendants right to self rep. Contact Atty to release from case.	2.50	100.00	250.00
Hours	1/29/22 - weekend	0	0.00	0.00

Hours	1/30/21 - weekend	0	0.00	0.00
Hours	1/31/22 - Send email reminder about Q1reporting to city. Obtain FSR and financials and enter into EGrams. Finalize and submit Q1reporting to the state. Assign cases. Forward over invoicing to LN. Send email to court administrator regarding case issue.	3.50	100.00	350.00

BALANCE DUE

**\$5,950.00**

*[Handwritten signature]*