

PARENT REPRESENTATION COORDINATOR
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September, 2010

Dear Attorneys,

Indigent Defense Services' Financial Services Division and the Office of Parent Representation have the following recommendations for completion of fee applications in abuse/neglect/dependency (AND) and termination of parental rights (TPR) cases. Following these recommendations should decrease the number of delays in payment.

- Always include your email address. If there is a question about your fee application, we may be able to resolve the issue via email rather than returning your fee application. The current AOC-G-200 (rev. 12/09) has a box for your email address.
- We prefer you submit fee applications at each stage of the case rather than billing once per year or when the case is over. The preferred timing of fee application submission is:
 1. after the initial disposition hearing,
 2. after each completed review hearing (not after a continuance),
 3. after each completed permanency planning hearing (not after a continuance), and
 4. after the completion of any TPR proceeding.

We understand that there are cases that take a significant amount of time to complete the disposition hearing and that you may need to submit an interim fee application. In these situations, please identify whether the case is an AND case or a TPR case and check the corresponding box in Box 1. Then in Box 2, check "Other" and write a note such as "Interim due to delay in adjudication hearing".

- Treat all permanency planning hearings as 'initial' for purposes of completing the fee application. In other words, once there is an initial permanency planning hearing, all subsequent dispositional hearings are considered permanency planning hearings. We will be changing the fee application form in the future to make this clearer.
- Every AND fee application should identify the stage of the case. We receive numerous fee applications with "Other" checked in the Disposition box with a note such as "custody transferred to grandparents" or "custody returned to mother". We welcome the information on the outcome of the case but we must also know whether the case was at the initial disposition stage, the review stage or the permanency planning stage.
- If you are submitting fee applications for an AND case around the same time that you are submitting a fee application for a TPR case for the same client, write on top of each of the 2 fee applications something like the following: "2 fee apps with overlapping dates: 1 for TPR and 1 for AND". That will let the IDS financial staff know they are not duplicates. Even better, staple the two fee applications together which will make it easier for IDS Financial Services to be able to compare the fee applications and ensure they are both entered into the system.

I welcome your comments and suggestions.

Wendy Sotolongo
Parent Representation Coordinator