

Checklist for Submission of a Complete Fee Application

All fee applications must include required signatures, dates and disposition information before IDS can issue payment. You can use this checklist to confirm that your fee application is complete before submitting it to a clerk or judge.

	Required Client Information
	County and case information / File number(s)
	Client name and address
	Date you were appointed
	Client's social security number OR verification that you were unable to obtain social
	Required Case Information
	Original Charge (use the most serious original offense)
	Disposition
	Judgment and Sentencing
	Disposition date
	Beginning and ending dates (the period of time worked and for which you are seeking compensation)
	Additional Attachments
	If you are seeking miscellaneous expenses exceeding \$25, attach receipts
	If you are billing for Attorney for the Day, attach the day's docket
	If you are a GAL for a respondent parent, attach documentation of the court's findings for substitutive GAL
	For Class 3 Misdemeanors, be sure to attach a valid form CR224

Other Helpful Tips for Prompt Payment

Sign up for direct deposit.
 Direct deposit is faster and more reliable than paper checks. If you want to sign up for electronic payments, please submit the [*new direct deposit form available here.](#)

Make sure your Supplier/ Employee Payee Information is up to date.
 The Office of the State Controller accepts the Supplier/Employee Payee form via email if you choose to securely send it to ncfsepay@osc.nc.gov

Know the correct rate for the offense class, and know your client's highest charge:
[Current Rate Information](#)