



OFFICE OF INDIGENT
DEFENSE SERVICES
SAFEGUARDING JUSTICE

NCIDS.org

NORTH CAROLINA OFFICE OF INDIGENT DEFENSE SERVICES

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Attorney time must be tracked and reported on fee apps in hours and tenths of an hour (6-minute increments) using decimals.

For 1-6 minutes worked bill for “.1” hour, for 7-12 minutes worked bill for “.2” hours, etc., actual time worked is rounded up to the nearest tenth of a decimal. If an attorney works 1 hour and 46 minutes, for example, that is billable as “1.8” hours.

See the “Tenths of an Hour Decimal Conversion” chart below:

Minutes	Decimal (6-min)
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1