

Category	Business Rule Name	Description
Access	Password Attempt Lockout	User has four tries to log in, then is locked out of the system and must contact AOC
Access	Reset Password by AOC	User must contact AOC if unable to answer security questions, when using the Forgot Username and Password link.
Access	Session Timeout	System times out after one hour
Access	Set Security Questions	One-time use and 72-hour time limit to set security questions and password.
Approval	Judge Approves Docket Once	Judge must sign the docket form only once
Approval	Judge Approves Fixed Fee Claims Upon Conclusion	Fixed fee form must be signed by judge at the conclusion of the case, which then precludes audit, except to verify uploaded documents
Approval	Judge Approves Time Log	Judge must sign the interpreter's time log for the day; time logs may not span multiple days.
Approval	Judge's Approvals Remain If Judge Changes	When a judge approves an order for expenses then leaves the bench before the claim is submitted for those expenses, the judge who approved the original order is still valid.
Approval	Obtain Judge Approval if Pro Tem Judge Heard Case	Attorney will be responsible to find judge to authorize claim if pro tempore or other quasijudicial official handled the hearing or docket
Approval	Secondary Approval	All claims require an AOC secondary approval before being submitted for payment except interpreter claims and claims under \$200, provided the claim under \$200 does not have any errors (exceptions).
Approval	Special Judges	Retired designations (judges) will not review claims.
Approval	Special Judges	Attorneys sitting in for a judge will not be allowed to review claims.
Approval	Time Log Restrictions	Time logs may only be for one day, for the same judge in the same court.
Audit	All Claim Types Are Subject to Audit	When claims are entered by expert witness or investigator, audit as other claims
Audit	Auditor May Enter and Audit Claim	When claims entered manually at AOC, same individual can enter and audit
Audit	Pre-Approval Precludes Judge's Approval	When claims entered manually at AOC, judge approval is not required (preapproved order was provided)
Cardinality	Email Address Cardinality	All users of the system may have multiple email addresses except AOC staff.
Cardinality	Third Party Cardinality	One attorney may have zero or one third party assignee: One assignee may have one or more attorneys.
Claiming Time	Each Docket on Separate Claim	Each docket should be entered on a separate form, even if they occur on the same date and in the same courtroom.
Claiming Time	Judge Entry and Judge Signature Must Match	Judge entered on the claim should match the judge that signed the docket claim form (interpreters).
Claiming Time	Time Log Entries May Not Overlap Claims	Standard Fee Claims submitted by interpreters may not overlap time log claims for dates covered by the standard fee claim and vice versa.

Category	Business Rule Name	Description
Compensation	Capital Case Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - Lead Counsel - up to \$75 per hour, Co-Counsel up to \$60 per hour In Court Time - Lead Counsel up to \$100 per hour, Co-counsel up to \$80 per hour
Compensation	Capital Case Maximum Compensation	There are no limits on attorney compensation for Capital cases.
Compensation	Capital Case Post Conviction Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$60 per hour (lead and co-counsel) In Court Time - up to \$80 per hour (lead and co-counsel)
Compensation	Capital Case Post Conviction Maximum Compensation	There are no limits on attorney compensation for Capital Post Conviction cases.
Compensation	Contempt of Child Support Enforcement Order Attorney Flat Rates	Attorneys that are paid a flat rate per Contempt of Child Support Enforcement Order case is \$215.
Compensation	Contempt of Child Support Enforcement Order Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Contempt of Child Support Enforcement Order Maximum Compensation	Attorneys can be paid a maximum of \$500 for Contempt of Child Support Enforcement Order cases.
Compensation	Delinquency (juvenile) Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Delinquency (juvenile) Maximum Compensation	Attorneys can be paid a maximum for delinquency (juvenile) cases as follows: Unruly conduct- up to \$500 Juvenile non-capital felony \$1000
Compensation	Dependency and Neglect Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Dependency and Neglect Maximum Compensation	Attorneys can be paid a maximum of up to \$750 for activities up to disposition, activities that are post-disposition have a maximum of \$1000

Category	Business Rule Name	Description
Compensation	Expense Rates	Expenses submitted by attorneys, interpreters and expert witnesses follow these guidelines: Long Distance Calls: Actual Mileage for Travel: State Rate Lodging (overnight stays) (receipt required): Actual up to State Rate Meals (overnight stays) (receipt required): Actual up to Judicial Dept regs Parking (receipt required): Actual up to \$10 Photocopies - Black and White (in house): \$0.07 per page, limit \$500 w/o court approval Photocopies - Black and White (outsourced): \$0.10 per page, limit \$500 w/o court approval Photocopies – Color: \$1.00 per page, limit \$500 w/o court approval Photocopies - Appellate Record: What’s the limit? Computerized Research: Actual with receipt or Time Spent Miscellaneous (postage, film, printing, delivery) (receipt required): Actual with receipt, not to exceed \$250
Compensation	Expert Witness Maximum Compensation Rates	Accident Reconstructions: \$115 hourly plus travel at 50% of the hourly rate Medical Services/Doctors: \$250 hourly plus travel at 50% of the hourly rate Psychiatrists: \$250 hourly plus travel at 50% of the hourly rate Psychologists: \$150 hourly plus travel at 50% of the hourly rate Investigators: (Guilt/Sentencing) \$50 hourly plus travel time Mitigation Specialist: \$65 hourly plus travel time DNA Expert: \$200 hourly plus travel at 50% of the hourly rate Forensic Anthropologist: \$125 hourly plus travel at 50% of the hourly rate Ballistics Expert: \$75 hourly plus travel time Fingerprint Expert: \$75 hourly plus travel time Handwriting Expert: \$75 hourly plus travel time Other experts are utilized such as physician's assistants, amount would be determined based on market value and existing caps on similar occupations
Compensation	Extended and Complex Maximum Rates	All maximum compensation rates are doubled when the case is deemed extended and complex. The extended and complex attorney request must be approved by Assistant General Counsel.
Compensation	Interpreter Claim Limits Municipal Courts	Interpreters will be compensated for municipal court hearings where there are state code violations and will not be compensated for city ordinance or municipal codes violations.
Compensation	Interpreter Claim Limits on Non-Indigent Cases	Non-Indigent cases may only be compensated based on Supreme Court Rule 42.

Category	Business Rule Name	Description
Compensation	Interpreter Compensation for Audio/Video Files	Interpreters are compensated by certification level and language: Certified Spanish - up to \$50 per hour Registered Spanish - up to \$40 per hour Non-credentialed Spanish - up to \$25 per hour All other spoken languages - up to \$75 per hour unless authorized by a judge
Compensation	Interpreter Compensation for Written Translation	Interpreters are compensated at the rate of \$.20 per word for written translation.
Compensation	Interpreter Credentialing	Interpreters may speak multiple languages and credentialing may change over time.
Compensation	Interpreter Hourly Rates for Spoken Activity	Interpreters are compensated by certification level and language: Certified Spanish - up to \$50 per hour Registered Spanish - up to \$40 per hour Non-credentialed Spanish - up to \$25 per hour All other spoken languages - up to \$75 per hour unless authorized by a judge
Compensation	Interpreter Maximum Compensation per Case	Interpreter expenses may not exceed \$5000 per person per case unless a pre-approved order has been submitted.
Compensation	Interpreter Maximum Compensation per day	Compensation for interpreters or translators shall not exceed the following: Certified Interpreter - \$500 per day; Registered Interpreter - \$400 per day; Non-Credentialed Interpreter - \$250 per day. If the court finds that these maximum rates are inadequate to secure the services of a qualified interpreter in a language other than Spanish, the court shall make written findings regarding such inadequacy and determine a reasonable maximum rate for a qualified interpreter
Compensation	Interpreter Minimum Compensation	Interpreters are compensated for a two hour minimum that includes travel and wait time. Interpreters shall be compensated for in-court interpretation time and travel time at the compensation rate approved by the court. If the in-court interpretation time and travel time total less than two (2) hours, a minimum of two (2) hours will be compensated for the day.
Compensation	Interpreter Travel Compensation	Mileage for travel within the state in accordance with Judicial Department travel regulations, if supported by a log showing the mileage, the purpose of the travel, and the origination and destination cities; however mileage will not be paid for travel from residence/office to courthouse within the same county.
Compensation	Judicial Hospitalization Attorney Hourly Rate	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Judicial Hospitalization Docket Rate	Attorneys being paid by docket rates receive \$300 per docket for judicial hospitalization.
Compensation	Judicial Hospitalization Maximum Compensation	Attorneys can be paid a maximum of \$500 per judicial hospitalization case.
Compensation	No Zero Totals	Claims are never zero, unless a judge denies a claim.

Category	Business Rule Name	Description
Compensation	Non-Capital Criminal Case Attorney Hourly Rate	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Non-Capital Criminal Case Maximum Compensation	Attorneys can be paid a maximum of: \$1000 for preliminary hearings \$1500 for A/B felony before 1/1/14 \$2500 for A/B felony on/after 1/1/14 Caps may be exceeded by Director of AOC
Compensation	Non-Capital Post Conviction Attorney Hourly Rate	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Non-Capital Post Conviction Maximum Compensation	Attorneys can be paid a maximum of \$1000 for post conviction non-capital cases.
Compensation	Parole Revocation Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Parole Revocation Maximum Compensation	Attorneys can be paid a maximum of up to \$500.
Compensation	Termination of Parental Rights Attorney Hourly Rates	Attorneys that are paid hourly, receive the following rates: Out of Court Activities - up to \$40 per hour In Court Time - up to \$50 per hour
Compensation	Termination of Parental Rights Maximum Compensation	Attorneys can be paid a maximum of up to \$750 for activities up to disposition, activities that are post-disposition have a maximum of \$1000
Documents	Direct Deposit Document Required	Registrants that are receiving payments and wish to use direct deposit are required to submit a complete ACH form.
Documents	IRS Form W-9 Required	Registrants for payments are required to submit a completed IRS Form W-9.
Expenses	Hourly Claim Used for Fixed Fee When Expense Exceeds Fixed Fee Amount	When fixed claim business expense exceeds fixed amount, detailed claim must be used to receive reimbursement
Judge	Hearing Judge Must Be Recorded on Claim	Regardless of which judge appointed the attorney or signed a pre-approved order for expenses, the hearing judge must be recorded on the claim for payment.
Messaging	Communicate By Email on Registration	Messages from individuals attempting to register must be sent by e-mail
Overclaim	Attorneys May Not Exceed 2,000 Hours Per Year	When computing hours worked for a day on flat rate or docket billings, compute hours as the rate divided by the hourly rate for the billing method and county on the claim.
Overlimit	Attorneys May Not Exceed Hours Limits	Attorneys may not claim over 8 hours of in-court time or 12 hours in a single day.

Category	Business Rule Name	Description
Time Barring	Attorney Submission for Capital Cases	Appointed counsel in a capital case shall file interim claims. Interim claims shall be filed at least every 180 days, but no more frequently than every 30 days. Any portion of a claim requesting payment for services rendered more than 180 days prior to the date on which the claim is approved by the court in which the services were rendered shall be deemed waived and shall not be paid. The provisions of this subsection regarding the time frame for submission of claims shall become effective January 1, 2005.
Time Barring	Attorney Submission for Non-Capital Cases	Appointed counsel in non-capital cases are not permitted to file interim claims but shall file claims for compensation no later than 180 days after disposition of the case in each court in which representation is provided. However, claims for the post-dispositional phase of a juvenile dependency and neglect proceeding shall be filed no later than 180 days from the last activity related to the case. Claims for compensation submitted after the 180-day period shall be deemed waived and shall not be paid. The provisions of this subsection regarding the time frame for submission of claims shall become effective January 1, 2005.