

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, Room 205
San Francisco, CA 94102-4512



Probate Court Appointed Attorney Panel

Billing Guidelines

Updated March 2017

All Probate Court Appointed Attorneys must submit the following for payment and reimbursement of associated costs for conservatee and minor representation:

1. Court Order- Attorney's standard narrative template is allowable.
2. Probate Attorney Billing Template- Billing template is a guideline for the format and information that must be included. Attorneys may use their own template, but the Court has developed this template to support those attorneys who do have an acceptable template in place: <http://www.sfsuperiorcourt.org/forms-filing/forms>.

NOTE: Fee petitions should be submitted in a timely manner; at a minimum please submit a bill for the entire fiscal year at the conclusion of each fiscal year, June 30. Petitions older than one (1) year will be reviewed under more scrutiny and may be subject to denial.

Allowable Expenses:

- Attorney hours at \$98/hour rate. In-Court time must include hours spent in Court and total time billed. Include a brief description of all work done. Time must be listed in tenth of an hour (.10) intervals.
- Other Professional Services (paralegals and case managers)
- Attorney Expenses (copies, filing fees)
- Travel time EXCEPT for travel between the attorney(s) office and the Court
- Mileage for travel outside of San Francisco at the current rate of 53.5¢/mile. The mileage rate will be updated on the Probate Attorney Billing Template in January and July of each year.

Bill Review Process:

- Fee petitions are submitted to the Probate Court.
- Probate Examiners review all petitions as to substance and form.
- The Probate Judge may modify an order submitted.
- The order approving fees is submitted to Accounting by the Probate Department.
- Accounting enters the bill into the CABS database and submits for payment to the City & County of San Francisco.
- Payment is to be received by attorney within 30 days of accounting receiving the reviewed bill.

New Attorney and Change of Address or Legal Name:

The SF Controller's Office requires that newly appointed attorneys complete a W-9 (located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>), this is also required when there is a change of address or legal name. Completed W-9's may be scanned and emailed or faxed to Alberto Cruz, acruz@sftc.org/ 415-551-5701; originals must also be mailed to the following address: SF Superior Court, Attn: Alberto Cruz, 400 McAllister Street, Room 205, San Francisco, CA 94102.

Fiscal Contact: For payment status questions/concerns- Alberto Cruz, Senior Fiscal Technician, (415) 551-3817, acruz@sftc.org

Probate Contact: For billing or programmatic questions/concerns- Cynthia Jones, Probate Director, (415) 551-3656, cjones@sftc.org