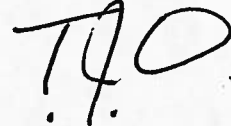


Thomas J. Difanis
CIRCUIT JUDGE
COURTHOUSE
101 East Main Street
URBANA, ILLINOIS 61801-2772

SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY

TELEPHONE 384-3704
AREA CODE 217

TO: Court-Appointed Counsel in Champaign County
FROM: The Honorable Thomas J. Difanis, Presiding Judge
RE: Billing Practices – Revised
DATE: September 12, 2018



Counsel:

For the court to appropriately budget for fees billed by court-appointed attorneys, the court has established deadlines for the submission of bills for such fees.

- All bills for court-appointed counsel fees must be received within 90 days from the date of service.
- Invoices for services provided should be submitted within this time frame even when the case is in progress.
- The county's fiscal year now ends on December 31, so billing for all services rendered prior to December 31 of each year must be submitted by December 31.
- Bills submitted outside the 90-day deadline or after December 31 of the year services were rendered will not be accepted.

The court appreciates the efforts made by appointed counsel. The justice system depends, in part, on the willingness and performance of those attorneys appointed by the court. It is hoped by the establishment of this protocol that the court and the county will be in a better position to budget for these costs in the future.