

# Billing / Invoicing FAQ



## Billing

**Do we include in-court waiting time?** Yes. Include wait time in your billing item. Differentiate between waiting/working time in the billing description. "Waited .5 hours, time on record .5 hours."

**Can we bill for stand-ins?** No. Stand-ins should not be used for critical events. Stand-ins cannot bill against your assigned case. House counsel is available for non-critical proceedings. Attorneys should make every effort to schedule hearings they can attend.

**Should I split motion writing into multiple entries if it takes days to complete?** Yes. You do not need to wait until a motion is complete to begin billing.

**Will judges review bills?** No, but they may be consulted during the review.

**Are entries in this system linked to the court's system?**

No, but certain billing items should reflect the register of actions if under review.

## Billing cont.

**What if I attend two zoom meetings at once?**

If you are attending two meetings at the same time for two different cases, split that time when entering your billing. Billing item time cannot overlap.

**How often should I add billing items to an invoice?**

Billing items should be attached to an invoice and submitted for approval within 30 after rendering services.

**What should I put for billing description?**

When filling in billing description, write enough so the reviewer gets an understanding of what work was completed. For example, if billing for a court appearance, identify the hearing type. For document drafting, identify document type.

If you are unsure of mandatory descriptions, please see <https://www.waynecounty.com/departments/ids/attorney-billing-training.aspx>

## Billing Codes/Attachments

**How do I bill for lineups? For House Counsel?** You will have a CTN number "9" for Duty Services. Go to that case and add Billing Item. Under event, select Lineups, then enter your date and time. The rate will populate to reflect a per-day bases. AOI/Floor House Counsel is also submitted this way.

**Can I bill for research and investigation?** Yes. Please take advantage of research attorneys and defense investigators available to you as well.

**Can I bill for travel time, mileage, or parking?**

You cannot bill for travel time, mileage, or parking within the southeastern Michigan Tri-County area. You should contact IDSD before incurring reimbursable travel, mileage, and parking outside of the Tri-County area.

**How do I know what attachments to include?**

See our list of expected [billing attachments](https://www.waynecounty.com/departments/ids/attorney-billing-training.aspx) at <https://www.waynecounty.com/departments/ids/attorney-billing-training.aspx>

## Approvals/Payments

**Why might my billing item get rejected?**

Please pay attention to the billing item tier. A tier 2 billing item will be rejected if submitted on a tier 1 case. Be mindful of mandatory attachments for certain billing codes, see

<https://www.waynecounty.com/departments/ids/attorney-billing-training.aspx>. A rejected billing item must be recreated and resubmitted. Billing items are reviewed for reasonableness and may require further explanation or documentation.

**Will I be paid immediately after my invoice is approved by IDSD?**

After approved by IDSD, your invoice still needs to go through accounts payable in Wayne County's Management and Budget department.

**What if I need to update my w-9, billing address or electronic payment account information?**

Please contact [IDSDFinance@waynecountymi.gov](mailto:IDSDFinance@waynecountymi.gov).