

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 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.waynecountymi.gov/Government/Departments/Indigent-Defense-Services/Resources/Billing-and-Support-Services) at <https://www.waynecountymi.gov/Government/Departments/Indigent-Defense-Services/Resources/Billing-and-Support-Services>

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.waynecountymi.gov/Government/Departments/Indigent-Defense-Services/Resources/Billing-and-Support-Services>

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.waynecountymi.gov/Government/Departments/Indigent-Defense-Services/Resources/Billing-and-Support-Services>. 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.

For general billing questions, please contact the IDSD department at IDSDattorney@waynecountymi.gov