

# New Hampshire District Court



Edwin W. Kelly  
Administrative Judge

Regional Court Administrators  
Pamela B. Neville, MPA  
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## MEMORANDUM

TO: **ALL CONTRACT ATTORNEYS, ASSIGNED COUNSEL AND DISTRICT COURT APPOINTED GUARDIANS AD LITEM**

FROM: Edwin W. Kelly, Administrative Judge

DATED: August 1, 2007

RE: ***Indigent Defense Billing***

To avoid excessive processing costs incurred when bills are submitted in small increments, the following guidelines have been set for submission of indigent defense bills for payment by the Judicial Council:

Effective immediately, assigned counsel and contract attorneys assigned to represent individuals in criminal cases in the district court as well as GAL's appointed by the district court, are to submit bills to the court for payment in aggregate increments of \$300 or more – unless the bill is a final bill or a bill in a case with infrequent billing events (e.g., attorney or GAL bills in cases scheduled only for periodic review hearings, etc.)

Final bills and bills in cases with infrequent billing events may be submitted for amounts totaling less than \$300. All other bills for individual cases should only be submitted after reaching the aggregated amount of \$300 or more.

Please contact the clerk of court if you have questions or concerns about this policy.

EWK:lc