

Invoice for Services Rendered

Please write the date the service for which you are seeking payment was rendered in the appropriate box.

Name of Hearing Officer: _____ Vendor Code: _____
 In the matter of: _____ Case Number: _____

Mediation/Neutral Conference		Date	
Upon acceptance of case - \$100* <ul style="list-style-type: none"> • Full Day (More than 3 hours) - \$250 (example 9-4) • Less than 3 hours - \$150 (example: 9-noon; noon - 3) • Second Day - \$125 			
Prior to Pre-Hearing		Date	
Upon acceptance of case - \$100* Determination on Motions - \$50 (Motion to Continue; Dispositive; Dismissal; Reconsideration; Discovery) <i>Total allowable for case: \$100</i> Sufficiency hearing - \$175			
Hearing		Date	
Pre-Hearing - \$150 Hearing – <ul style="list-style-type: none"> • 1st Day – More than 3 hours \$275; Less than 3 hours - \$150 • 2nd Day - More than 3 hours \$275; Less than 3 hours - \$150 			
Post-Hearing		Date	
Prepare decision - \$250 <ul style="list-style-type: none"> • Hearing Decision • Summary Judgment 			
Miscellaneous	Date	Details (mileage, time, other information necessary)	Payment (Less \$100.00 upon acceptance)
Preparation of subpoenas (Total for case) \$20			
Mileage - \$0.505/mile**			Not Applicable
Travel time*** - \$30.00/hour, after first 2 hours*			
Training - <ul style="list-style-type: none"> • ½ day (four hours or less) - \$150.00 • Full day - \$300.00 			Not Applicable
Evaluation meeting \$30.00			
File Preparation (Index) – \$20 per case if at close of settlement; withdrawal; dismissal <u>or</u> \$50 per case after full hearing and decision rendered			
Actual postage up to \$20.00 per case (Mailing of orders, mailing file folder to DOE)			
Consultation (court, OSEP, OCR) w/ DOE \$30.00**			
OTHER - Describe			

Items not covered in this schedule - *From time to time there may be an unusual situation that arises where a hearing officer is required to perform a hearing-related task for which no monetary reimbursement has been contemplated. In those situations, the department will consider reimbursement based on either the per diem rate, as set out for training, a flat fee rate analogous to one of the above rates or no payment as it determines is warranted by the situation.*

**If travel involved or an unusual situation arises, this money will be applied to the amount before any additional payment is authorized.*

***Only with prior approval from the office of legislation and hearings. Mileage is if and only if a proceeding is held outside of Concord. Department will not pay mileage from home office to Concord (see contract Exhibit C for details).*

****See explanation for upon acceptance of case – the \$30.00/hour, after the first two hours will NOT apply to first 2 hours of travel time – i.e. payment for 3 hour round trip will be \$30 not \$90.*

I certify that the action completed as indicated by the date written in the box is a true and accurate record of the work performed.

Signature

Date