



## COUNTY AUDITOR

Fort Bend County, Texas

**Robert Ed Sturdivant**  
County Auditor

281-341-3769, 281-341-3774 (fax)  
ed.sturdivant@fortbendcountytexas.gov

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### **Attorney Fee/Expense Claim Form** **For the County Courts at Law Misdemeanor Cases** Effective for Submissions Starting February 1, 2020

#### **Frequently Asked Questions:**

- What is required in the Offense Level Field in the header?
  - Question has been posed to CCL Judiciary.
- Does the Judge have the option to reduce/change the number of hours that the approved payment is based upon rather than rejecting entirely?
  - Yes
- How do you save the form as a template with data that will not change for each submission?
  - Download the most current form from the webpage; Complete the fields related to Attorney information in the header and in the certification section; Choose “Save-as” from the file menu in Acrobat Reader or Adobe Pro and choose a name identifying the file as your template. You should periodically (once/month) verify on the webpage that the form has not been updated. You should create a template for the regular form and the long form.
- Can the Attorney attach a listing of activity from their case management system and refer to this on the new form?
  - Question has been posed to CCL Judiciary.
- Can extra pages be added to the form that only has one subsequent page?
  - A long form with 3 subsequent pages providing 130 entry rows has been created and published to the webpage identified as “LONG form”.
- Will Court still accept the manual 3-part forms?
  - The manual 3-part forms will no longer be accepted for misdemeanor cases in the County Courts-at-Law after 1/31/2020 at the County Clerk’s office nor through efile. The new fillable pdf form will be required beginning 2/1/2020 with submission through efile.
- Is the suggested naming convention for the file-name of the fillable form required?
  - The suggested naming convention is: Cause number (no hyphens) \_last date of service (yyyymmdd). Example: 20CCR123456\_20200120.pdf. Using another naming convention will be accepted; however, please be consistent.
- Can you save the form multiple times before signing?
  - Yes. However, once digitally signed, you will not be able to edit the document without removing your signature. Only you can remove your signature for security purposes.
- If there are multiple (companion) cases, how should you prepare the form?
  - The main/primary case should be listed in the “Cause Number” field on the top line. The companion cases (Cause Numbers) should be listed on the second line in the “Companion Cause Number” field.
- How should “Attorney of the Day” submissions be completed?
  - The “Cause Number” field should be: CCR-CountyExpenseForm. This will also be required in the efile submission. The defendant information fields will be “not applicable” or “n/a”. All other fields are required.
- What frequency of billing is preferred?
  - Forms should be completed upon final disposition of the case unless you receive specific authorization from the Court-at-Law Judge that will review your submission.
- Can this form be used for Juvenile cases by printing and submitting a paper version?
  - Not at this time, but the possibility is being considered.

### **Frequently Asked Questions - Continued:**

- Can this form be used for the Juvenile Attorney of the Day submissions?
  - Not at this time, but the possibility is being considered.
- Does the Attorney have to complete the “Vendor #” field?
  - No, this field will be completed by the Court Coordinator which is why it is labeled “Court Use Only”.
- What is required for a case that has no cause number?
  - The “Cause Number” field should be: CCR-CountyExpenseForm. This will also be required in the efile submission.
- Is e filing free?
  - Yes, you will have to follow the directions for registering for a no-fee account on the e filing web portal.
- Is the “Amount Defendant Ordered to Pay” required?
  - If the amount is zero, you should type zero, otherwise enter the amount ordered by the court. The relevance of this field is being considered.
- Can the Attorney designate a mailing address different from their business address?
  - This option is being considered. At this time, the address on the form must be where the Attorney wants the payment mailed.

### **QUESTIONS:**

1. Inquiries regarding form completion – 281-341-3767 or [APAuditor@fortbendcountytexas.gov](mailto:APAuditor@fortbendcountytexas.gov)
2. Inquiries regarding e-filing – 281-341-8685 or [CClerk@fortbendcountytexas.gov](mailto:CClerk@fortbendcountytexas.gov)