

**STANDING ORDER REGARDING
PAYMENTS TO COURT-APPOINTED
COUNSEL**

I. SCOPE

This order applies to attorneys appointed as described below:

1. All attorneys appointed at court expense in Title 18-C matters in the District Court;
2. All attorneys appointed at court expense to represent petitioners in proceedings to terminate parental rights and responsibilities pursuant to 19-A M.R.S. § 1658; and
3. All attorneys appointed at court expense on or after September 1, 2025, in civil commitment cases pursuant to 34-B M.R.S. § 3864 and 3873 and extreme risk protection order matters (also known as weapons restriction orders) pursuant to 34-B M.R.S. § 3862-A.

II. HOURLY RATE

All attorneys paid by the Judicial Branch pursuant to this Order shall be paid \$150 per hour. Attorneys shall prorate all time among multiple cases when such time involves actions in common with other cases (e.g., travel, waiting, and research time). In all cases involving attorneys paid pursuant to this Order, the courts will make every effort to reduce costs by adopting scheduling practices that limit the number and length of court appearances.

III. ITEMIZED TIME AND EXPENSE REQUIREMENTS FOR ATTORNEYS

All invoices for time and expenses must be itemized, as follows:

- A. **Itemization of Time.** Time spent shall be outlined in detailed, separately itemized billing statements. Sufficient detail shall be

provided to allow the court to gauge the nature of each task and the time spent on that task. Attorneys will avoid block billing (*i.e.*, the consolidation of more than one task into a time description, with a number of hours billed for the entire block).

- B. **Travel Reimbursement.** Mileage will be reimbursed at the applicable State rate.
- C. **Routine Office Expenses.** Routine office expenses are included in the hourly rate and will not be reimbursed. Routine office expenses include, but are not limited to, charges for postage, telephone, cell telephone, fax, office overhead, utilities, secretarial services, routine copying, parking, and office supplies.
- D. **Nonroutine Expenses.** For all appointments of counsel subject to this Order, nonroutine expenses that total less than \$100, such as the actual cost of reasonable long-distance calls (if billed by a telephone carrier), collect telephone calls, tolls, and fees paid to third parties such as witnesses, subpoena and service fees, may be reimbursed without pre-approval by the court. Fees for service of process by persons other than the sheriff shall not exceed those allowed by 30-A M.R.S. § 421. For extraordinary expenses (more than \$100), see subsection III(E).
- E. **Third Party or Extraordinary Expenses.** For all appointments of counsel subject to this Order, pre-approval by the court is required for payment to third parties (e.g., investigators, medical and psychological experts, testing, transcripts, depositions, interpreters) or extraordinary (more than \$100) expenses. Funds for third-party services and extraordinary expenses will be pre-approved by the court only upon (1) written motion; (2) a sufficient demonstration of reasonableness, relevancy, and need; and (3) a demonstration that the third-party or extraordinary expense is not one that is usually the responsibility of the State or counsel for one of the parties.
 - 1. If the court approves fees for third party services, the attorney is responsible for the following:

- a. Providing the service provider with clear instructions as to the service provider's responsibilities;
- b. Notifying the service provider that there is a limit on the amount of funds approved and that the court will not approve payment of any charges in excess of the approved amount;
- c. Notifying the service provider that the arrangement for services is between the attorney and the service provider; the service provider is not authorized to act as an agent of the court; and any agreement with the attorney is not to be construed as an appointment by the court or endorsement of services; and
- d. Forwarding any statement for services to the clerk for processing and payment. The attorney shall include the following documents: (1) a cover letter that indicates whether the services were satisfactory, whether applicable reports and information were received, and, if the statement is for interpreter services, indicates the language interpreted; (2) a copy of the order granting pre-approval for third party funds; and (3) the third-party service provider's statement for services.¹

IV. ADMINISTRATION OF PAYMENT

- A. An attorney must submit all invoices to the court of disposition using the current court-approved voucher form (CV-FM-PB-299) and must comply with all instructions on the form, including instructions regarding required attachments. Vouchers must be submitted electronically as follows:

¹ The statement must be made billable to the State of Maine and include the service provider's vendor code. If the service provider does not have a vendor code, the service provider should visit <https://www.maine.gov/osc/forms> to access the vendor activation form and instructions.

1. **Courts that have implemented Maine eCourts.** In all courts that have implemented Maine eCourts, attorneys must submit the attorney voucher form with supporting documents to the court using eFileMaine and as further outlined below.
 - a. For purposes of M.R.E.C.S. 34(A)(2), the attorney must upload one PDF file that may include only the following: (1) a cover letter (optional), (2) the two-page court approved voucher form (CV-FM-PB-299), (3) the itemized billing statement, and (4) any other supporting documentation required by the voucher form. The single PDF filing should be designated as "Other Filing - Other Document - Filed."
 - b. The PDF file must be named as follows:
 - i. Full docket number;
 - ii. Case name; and
 - iii. The words "Attorney Voucher."

An example of the naming convention is "AUGDC-FM-2021-123 Smith v. Smith Attorney Voucher."
 - c. An attorney must sign a voucher prior to submission pursuant to M.R.E.C.S. 37.
 - d. All other requirements in the M.R.E.C.S. apply to attorney voucher submissions.
 - e. Attorneys experiencing any technical issues with eFileMaine should not contact the clerk, and should instead email ecourtshelp@courts.maine.gov.
2. **Courts that have not implemented Maine eCourts.** In all courts that have not implemented Maine eCourts, attorneys must submit attorney vouchers with required attachments

to the court using ShareFile. ShareFile is a proprietary online platform created by Citrix™ whereby documents can be uploaded by one party in one location and downloaded by a second party in a second location. The courts will use this platform for submission of attorney vouchers to the court. Failure to adhere to the following process may result in rejection of the attorney voucher by the court and a request for resubmission.

- a. The attorney must upload one PDF file that may include only the following: (1) a cover letter (optional), (2) the two-page court approved voucher form (CV-FM-PB-299), (3) the itemized billing statement, and (4) any other supporting documentation required by the voucher form.
- b. To protect confidentiality, documents must not be uploaded in “folder” format, as folders are viewable by all ShareFile users.
- c. The date of submission will be the date that the attorney voucher is uploaded to ShareFile.
- d. ShareFile may not be used for corresponding with the clerk’s office in any other fashion.
- e. ShareFile may not be used to upload any documents other than the documents outlined above in Section V(A)(2)(a). The clerk will reject any ShareFile uploads that contain documents other than those specifically allowed by this Administrative Order. For example, motions for out-of-state or overnight travel must not be included in the ShareFile submission and must be conventionally filed.
- f. The attorney voucher may be hand signed, or an electronic signature may be used, including /s/. All such signatures certify that the attorney has reviewed

the submission and that it is being submitted in good faith.

g. The file submission to be uploaded to ShareFile must be named as follows:

- i. Full docket number;
- ii. Case name; and
- iii. The words "Attorney Voucher."

An example of the naming convention is "AUGDC-FM-2021-123 Smith v. Smith Attorney Voucher."

h. Attorneys experiencing any technical issues with ShareFile should not contact the clerk, and should instead email attorneyvouchers@courts.maine.gov.

3. Submission of an attorney voucher using ShareFile or eFileMaine is not a guarantee that it is submitted correctly, nor is it a guarantee that it will be accepted by the court. ShareFile and eFileMaine are simply conduits by which filings are submitted to the court in lieu of using the U.S. Postal Service.

4. If the filing has not been submitted properly, the court will reject it and notify the attorney.

B. An attorney shall include only one docket number per court-approved voucher form, even if there is a companion case. Work done on companion cases must be pro-rated between or among the cases.

C. All expenses claimed for reimbursement must be fully itemized and submitted with the required invoice or voucher.

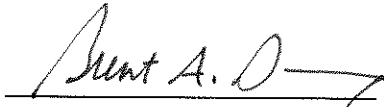
D. All vouchers must be submitted to the court where the case is pending within 90 days after the conclusion of the attorney's

appointment. An invoice submitted after the pertinent deadline will not be paid.

- E. The clerk of court or designee will review and approve vouchers that are submitted in compliance with this Order. Vouchers that do not comply with this Order may be reviewed and rejected by Judicial Branch staff.
- F. Copies of receipts for payments to third parties must be fully itemized and submitted with the required invoice or voucher.
- G. Attorneys inquiring about the status of payment of an attorney voucher should email attorneyvouchers@courts.maine.gov.

The Chief Judge may authorize such additional procedures as are necessary to carry out the provisions of this order.

Dated: September 10, 2025


Chief Judge Brent A. Davis