

## Waukesha County Circuit Court Business Center Juvenile Advocate Counsel Guidelines

The following guidelines will be utilized by the Waukesha County Circuit Court Business Center and are meant to provide clarity and assistance to all Court appointed Advocate Counsel.

1. Upon appointment, Advocate Counsel will be added to the case. The Clerk will then generate a "Court Order Appointing Attorney". Once the Order for appointment has been signed by the Court, Advocate Counsel will then opt into the case, print the Consent to Act and eFile the signed copy with the Court.
2. Advocate Counsel shall submit their Attorney Communication Letter requesting interim payment along with an itemized billing statement and sworn affidavit on a quarterly basis. After review for accuracy, a "Court Order for Interim Payment of Advocate Counsel fees" will be prepared by the Business Center for the Judge's signature.
3. Upon receipt of a signed Court Order for Interim Payment, the Business Center will advance payment to the Advocate Counsel for outstanding fees.
4. When Advocate Counsel's bill is submitted for final payment, Advocate Counsel will send the Attorney Communication Letter requesting final payment along with an itemized billing statement and sworn affidavit. After a review for accuracy, a "Court Order for Final Payment of Advocate Counsel Fees" will be prepared by the Business Center for the Judge's signature.
5. Upon receipt of a signed Court Order for Final Payment of Advocate Counsel Fees, the county will advance fees and seek reimbursement from the responsible party(ies). If the responsible party does not pay the advanced fees in full, the delinquent account will be referred to Waukesha County Collection Agency which will result in one or more of the following: wage assignment, tax intercept, or automatic Automated Clearing House (ACH) withdrawal monthly from party(ies) bank account.
6. The Dispositional Order will dictate whether the Advocate counsel Services have concluded. If the Dispositional Order does not include this information please contact the Juvenile Clerk.

Efforts to help case participants manage the costs of the variety of services that may be required in Juvenile matters are dependent upon the good faith efforts of the litigants. There are many financial issues people face and the Court's Business Center will work with each party to establish payment arrangements that meet their financial abilities and ensure that their Court ordered financial obligations are met.