

Billing the AOC

Attorney Ad Litem must submit the following:

- (1) W-9 Tax Form (one time only unless there are changes)(enclosed)
- (2) AAL Report Form (enclosed)
- (3) Court Order from the current fiscal year reflecting amount to be paid
- (4) Billing Statement (must reflect billing no more than \$90 per hour and for attorney only)
- (5) Out of pocket expenses can be included on billing statement

We prefer email so that there is a record of receipt. But, you may also fax or mail documents to:

Brooke Steen
Administrative Office of the Courts
Justice Building
625 Marshall Street
Little Rock, Arkansas 72201
brooke.steen@arcourts.gov
Phone 501-682-9400
Fax 501-682-9410

See Guidelines for payment and *Walchli v. Morris*, 2011 Ark. App 170 for additional resources