

## CHECKLIST FOR SUBMITTING INVOICES TO FAMILY COURT SERVICES

### *Have I:*

- Used the most current invoice form?**
- Submitted an original invoice signed in blue ink?**
- If asking for mileage reimbursement, have I used the correct mileage rate?**  
(If you are unsure of the correct rate, you may call the receptionist at the Administrative Office at 304-558-0145. The rate as of January 1, 2011, is \$.51.)
- If I am requesting out-of-pocket expenses, have I attached original receipts?**
- Have I requested the correct fee for my services?**  
(*Parent education presenters*: please refer to your independent contractor agreement.  
*Parent education coordinators*: please multiply 12% by the total of all presenter invoices.  
*Mediators*: your rate is \$45 per hour. If you charge for administrative time, then please send a time log with specific administrative activities.  
*Parenting plan home study evaluators*: the total fee for your services cannot exceed \$750, unless the Court ordering the evaluation writes a letter to the Family Court Services Division explaining why more should be permitted. The Family Court Services Division will then consider increasing the fee in the particular case.)
- Have I listed the county for which the service was performed?**  
(This means the county where you held parent education or the county which ordered you to conduct mediation or a parenting plan home study evaluation.)
- If I am submitting three or more invoices, have I included a summary sheet totaling the charges, listing the counties for each service, and signed in blue ink?**
- Have I included a copy of the appropriate Independent Contractor Agreement(s)?**  
(Make sure that you are sending a copy of the latest agreement signed by both you and the Administrative Director. If you are requesting payment for parent education class presentations, please submit a presenter agreement. If you are requesting the parent education coordinator fee, then please submit a coordinator agreement.) (Agreements are no longer required for payment of Mediator invoices.)
- If I am a mediator or home study evaluator, have I attached a sealed copy of the Order Approving Payment?** (Independent Contractor Agreements are no longer needed)
- If my address has changed, have I enclosed a new W-9 form?**
- Have I sent my invoice to the right person and address?** (Invoices for parent education, Advanced Child-Focused Parent Education, mediation, Guardian ad Litem, and parenting plan home study evaluations go to Pepper Flenner in the Family Court Services Division. The address for both is the following: Administrative Office, Capitol Building, Room E-100, 1900 Kanawha Blvd. East, Charleston, WV 25305-0832.)