

Randall B Rosenbaum

Presiding Judge
Courthouse – Room 341
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Sixth Judicial Circuit
Champaign County

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TO: Court-Appointed Counsel in Champaign County

FROM: The Honorable Randall B Rosenbaum, Presiding Judge

RE: Updated Billing Practices 2024

DATE: Aug. 6, 2024

Counsel:

For the Court to appropriately budget for fees billed by court-appointed attorneys, the Court has established deadlines for the submission of bills for such fees.

- All bills for court-appointed counsel fees should be received within 30 days from the date of service and no less than quarterly.
- Invoices for services provided should be submitted within this time frame even when the case is in progress.
- The County's fiscal year ends on December 31st, so billing for all services rendered prior to December 31st of each year must be submitted by January 15th of next year.
- Bills for services rendered that are submitted outside the 30-day deadline for the given year or after January 15th for the preceding year may not be accepted.
- Non-compliance with the deadlines will substantially delay payments.
- General billing instructions are available by sending an email to circuitct@champaigncountyil.gov.

The Court appreciates the efforts made by appointed counsel. The justice system depends, in part, on the willingness and performance of those attorneys appointed by the Court. By adhering to the deadlines outlined above, the Court and the County will be in a better position to annually budget for these costs.