

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 \$90.00 per hour if work is performed prior to July 1, 2023, and no more than \$125.00 per hour if work is performed after July 1, 2023, and billing can only be for attorneys)
- (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:

Laura Calhoun
Administrative Office of the Courts
Justice Building
625 Marshall Street
Little Rock, Arkansas 72201
laura.calhoun@arcourts.gov
Phone 501-682-9400
Fax 501-682-9410

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