



SUPERIOR COURT OF CALIFORNIA COUNTY OF SOLANO

APPOINTED COUNSEL BILLING GUIDELINES (FAMILY) (Revised September 2, 2026)

I. Introduction

The following are guidelines for the Superior Court of Solano County (Court) and the private attorneys appointed by the Court (Counsel) to represent minors pursuant to Family Code section 3150.

A. Purpose

The purpose of these guidelines is to create uniformity in attorney billing practices and provide appointed counsel with a framework to submit their billings. These guidelines apply to Family Code section 3150 proceedings.

B. Terms and Conditions

1. The Court reserves the right to review all invoices for accuracy and accountability.
2. Should any discrepancies arise between the invoicing of a file and the Superior Court's recollection of the case, Court and Counsel will meet and confer before final approval of the invoice.
3. Should invoice irregularities persist with any lawyer or law firm, the Court reserves the right to remove the offending party from the appointments list after reasonable notice and opportunity to follow the guidelines.

II. Appointment of Counsel under Family Code section 3150 (CRC 5.240)

- A. The Court may appoint counsel to represent the best interest of a child in a family law proceeding on the court's own motion or if requested to do so by:
 - i. A party;
 - ii. The attorney for a party;
 - iii. The child, or any relative of the child;
 - iv. A mediator under Family Code section 3184;
 - v. A professional person making a custody recommendation under Family Code sections 3111 and 3118, Evidence Code section 730, or Code of Civil Procedure section 2032.010 et seq.;

- vi. A county counsel, district attorney, city attorney, or city prosecutor authorized to prosecute child abuse and neglect or child abduction cases under state law; or
- vii. A court-appointed guardian ad litem or special advocate;
- viii. Any other person who the Court deems appropriate.

B. Court Order Appointing Counsel

- i. The Court must issue a written order when appointing and terminating minors' counsel. Judicial Council of California Form FL-323, *Order Appointing Counsel for a Child*.

III. Compensation for Services and Ability to Pay (CRC Rule 5.241)

A. Ability to Pay

- i. All court orders concerning compensation, ability to pay, and manner of payment shall be written on Form FL-323.
- ii. The Court must determine the reasonable sum for compensation and expenses for counsel appointed to represent a minor and the ability of the parties to pay all or a portion of counsel's compensation and expenses.
- iii. If the Court determines that the parties have the ability to pay all or a portion of the counsel fees, the Court must order that the parties pay in any manner the court determines to be reasonable and compatible with the parties' financial ability, including progress or installment payments.
- iv. The Court may use court funds to pay counsel and seek reimbursement from the parties.
- v. If the Court finds that the parties are unable to pay all or a portion of the cost of the minor's counsel, the court must pay the portion the parties are unable to pay.

B. Compensation Rate

- a. The fixed hourly attorney rate paid by the Court to Counsel is \$108.00 per hour.

IV. Billing Requirements

- A. Counsel must bill the Court for **legal** work only. Counsel must bill for actual time, rounded to the nearest tenth of an hour (.10). **Legal work refers to professional services performed by qualified legal practitioners or under their supervision, involving the application of legal principles to handle a client's rights, responsibilities, or disputes.**

- B. Counsel must submit one claim per case to the Court on a quarterly basis. Invoices and claims for completed legal work must be submitted on or before the due dates stated below:

Services Completed within the quarter	Submission of Vendor Claims Due Dates
January 1 - March 31	April 15
April 1 - June 30	July 15
July 1 - September 30	October 15
October 1 - December 31	January 15

- C. Claims submitted after the due date will risk non-payment and should be accompanied by a letter explaining the reason for the delay. An explanation for a delayed submission will only be accepted once per claimant. Any claims received after the due date without an approved explanation will be rejected and may be resubmitted for consideration in the subsequent budget period.
- D. All invoices must be submitted within the fiscal year when the expense occurs. The Court's fiscal year runs from July 1 – June 30.
- E. If services rendered are less than \$250, billing may be carried over to the next quarter, **except for end of fiscal year billing.**
- F. For year-end accounting, counsel shall submit any invoices or bills for services accrued within the fiscal year ending June 30 not later than July 15.
- G. Double and multiple billing is not acceptable. For example, if an attorney is called to court for an appointment to represent a minor in one case and is scheduled on the same calendar for another case, assuming total court time is one hour, counsel shall bill for the actual time per case and not one hour for each case.
- H. Each legal task must be itemized on the counsel's invoice. There is no "bundling of services." Counsel shall not list multiple activities under one billing time allotment.

V. Vendor Claim Requirements

- A. The vendor claim packet must include the following documents:
- Vendor Claim Form (*must be signed by claimant, either wet or electronic signature acceptable*)
 - Claim and Order for compensation of Minor's Counsel.
 - Most recent form FL-323, Order Appointing Counsel for a Child (*FL-323 must have judicial officer's signature*)
 - Detailed Invoice

B. Submission of Vendor Claims:

- i. via e-mail at CACMinorClaims@solano.courts.ca.gov. Scan and save all documents into one pdf file, in the order as outlined in the above section. Name the pdf file as “Claimant NameMMDDYYFFL1xxxx” (example: **MarySmith013125FFL123456**, using the last day of work in a [quarter](#) as the date and respective case number. For the e-mail Subject, use the same pdf file name. Vendor claims must be submitted individually by case number, with one email and one PDF attachment per case. Bulk submissions are not permitted.
- ii. By drop box at the Hall of Justice Building, 3rd floor Executive Office, 600 Union Avenue, Fairfield;
- iii. By mail to the address below:
Superior Court of Solano County
Attention: Fiscal (Executive Office)
600 Union Avenue
Fairfield, CA 94533

VI. Payment

- A. The Court will compensate counsel for actual hours of [legal](#) work only, including actual travel time to meet a party outside of Court. Mileage and travel expenses are not reimbursable. Travel time for traveling to and from place of business to the Court is not payable.
- B. Substantive expenses, including transcripts, electronic recording audio, subpoena costs, copy fees of court records and/or other substantive records are reimbursable. Original receipts or clear digital copies are required for reimbursement.
- C. The judicial officer reserves the right to review, limit and/or modify amounts deemed to be excessive or not reimbursable.
- D. The Court shall pay counsel within thirty (30) days of receiving correct and proper billing documents. Payments to counsel are contingent upon the satisfactory performance of obligations under the Court order.
- E. Payment does not imply acceptance of counsel claims, services, or deliverables. Counsel shall immediately refund any payment made in error. The Court shall have the right at any time to offset any amount owing from counsel to the Court against any amount payable by the Court to Counsel.
- F. Any expenses requested outside of these guidelines need a specific court order/approval on the FL-323 or other court order signed by the judicial officer.