

## EXTRAORDINARY FEES

- 1) The Judge hearing the case may approve extraordinary fees at a rate which exceeds the case type maximums.
- 2) Extraordinary fees can be requested due to complex issues, lengthy trials, or other reasons.
- 3) When an attorney is requesting extraordinary fees, he/she will submit:
  - a) Completed attorney pay packet;
  - b) Attachment for Extraordinary Fee Request with all hours worked that should be considered as extraordinary. This should include a brief explanation of why the costs are “extraordinary” (Exhibit A);
  - c) Letter or memo to Judge formally requesting that maximum fees permitted by case type be waived and that the Court pay another amount.
- 4) The request for payment (Attorney Pay Packet) will be sent to the Judge with all the above and a Court Order for payment of extraordinary fees:
  - a) The Judge will make a determination on actual amount to be paid.

