

**RHODE ISLAND FAMILY COURT**

**ADMINISTRATIVE ORDER 2023-01**

**(Vacating and Superseding Administrative Order 2019-04)**

**BILLING PRACTICES AND PROCEDURES FOR  
COURT APPOINTED COUNSEL**

In connection with Rhode Island Supreme Court Executive Order 2022-05, the following billing procedures for court appointed counsel are hereby established:

1. Guardians ad Litem or attorneys appointed pursuant to Rhode Island Supreme Court Executive Order 2022-05 shall be limited to billing six (6) hours per day for “in-court” time;
2. Guardians ad Litem or attorneys appointed pursuant to Rhode Island Supreme Court Executive Order 2022-05 shall be limited to billing four (4) hours of “out of court” time per day;
3. Attorneys appointed as counsel in child support cases shall be limited to one (1) hour of “out of court” time per hearing unless counsel receives prior authorization from the Chief Judge;
4. Billings that exceed the above-mentioned time limits will be approved only in exceptional circumstances;
5. Bills for court appointed counsel fees must be submitted within thirty (30) days of disposition, or in the case of post disposition hearings, within thirty (30) days of services being rendered. No payment shall be approved for services billed later than thirty (30) days post disposition, post case closure, post withdrawal as counsel or conclusion of representation;

6. Bills for work required to complete GAL reports, per Administrative Order 2019-03 will not be paid until the GAL report has been filed and the GAL has filed a certification of compliance;
7. In any case where the threshold is being approached, per Rhode Island Supreme Court Executive Order 2022-05, counsel should request that the judicial officer hearing the case make a recommendation regarding the advisability of exceeding the threshold. Final determination of payment shall be made by the Chief Judge.
8. Rhode Island Family Court Administrative Order 2019-04 is hereby vacated.

This Administrative Order will take effect on March 1, 2023.

\_\_\_\_\_/s/\_\_\_\_\_  
Michael B. Forte  
Chief Judge  
Rhode Island Family Court

Date: 2/2/23