

## AOC-J-411

### *IDS Hourly Rate Information and Fee Application Guidance*

This document provides basic guidance on completing the fee application, including a link to the [current hourly rates](#).

For comprehensive information visit <https://www.ncids.org/get-paid/fees-payments/>.

1. Enter complete and correct information in the Heading and Section I. Applications missing disposition information, dates, and signatures must be returned and corrected prior to payment.
  - a. For Original Charge:
    - i. If multiple charges, list the highest charge.
  - b. If Felony
    - i. List Felony Class; *and*
    - ii. List name of offense
  - c. If Misdemeanor
    - i. List [Misdemeanor Class](#); *and*
    - ii. Name of offense
2. Ensure that the correct [hourly rate](#) is used.
3. The fee application section must be signed by the attorney (this is the legal request for payment for the work performed) and the order to pay or fix value of services must be signed by the judge (this creates the court order for payment).
4. The completed form must be submitted within one (1) year of the case disposition date.
  - a. If you anticipate not being able to meet the 1-year deadline, a [30-day extension request](#) can be submitted prior to the deadline.
  - b. If the 1-year deadline has passed a [deadline extension waiver request](#) must be submitted.