

COURT-APPOINTED CONSERVATOR (REGULATION 16) FEE SCHEDULE

Effective 07/01/2016

Conservators who are related to the conserved person by blood or marriage are not eligible for compensation from the Probate Court Administration Fund.

FEE: \$50.00 per hour for Conservator

\$25.00 per hour for Conservator's Employees

Minimum billable amount is \$50, unless the invoice is the FINAL invoice or date of service is more than 5 months prior.

CASE MAXIMUMS

Fees shall not exceed the following maximums without written approval of the appointing judge.

Conserved person does not reside in a nursing home, hospital or other similar facility

- \$1,000.00 maximum for the first six (6) month period of service
- \$500.00 annually after the six (6) month date

Conserved person is residing in a nursing home, hospital or other similar facility

- \$500.00 maximum for the first six (6) month period of service
- \$250.00 annually after the six (6) month date

Conserved person has diagnosis of Psychiatric Disability

- \$1,000.00 maximum for the first six (6) month period of service
- \$1,000.00 annually after the six (6) month date

(Example: Appointed January 15th, 6 month billing period through July 14, then annual billing period beginning on July 15)

COMPENSABLE ACTIVITIES

Time incurred on the following activities is compensable if within the duties assigned by the court:

- Making decisions about medical and personal care
- Arranging and supervising services
- Arranging procurement of necessities such as food and medication
- Meeting and communicating with the person under conservatorship and third parties in connection with making decisions and arranging and supervising services
- Obtaining public assistance and benefits
- Managing mail
- Preparing for and attending hearings and conferences in Probate Court, including the preparation of petitions, motions and annual reports
- Managing records
- Handling emergency situations and
- If appointed as Conservator of the Estate:
 - Applying for Medicaid and executing a spend-down plan
 - Managing income and assets
 - Paying bills
 - Banking
 - Reconciling bank statements
 - Bookkeeping
 - Preparing financial reports and accounts
 - Preparing Tax Returns

A Conservator of Estate is not eligible for compensation if the conserved person is on Title XIX and resides in a nursing home or if a person other than the conservator is available to manage the conserved person's finances as a representative payee.

No Compensation is paid for the following activities:

- Shopping
- Delivering goods
- Delivering a cash allowance, unless there is no other practical alternative
- Travelling to the bank to make deposits of regular income sources for which direct deposit is available
- Providing transportation
- Providing companionship
- Acting as attorney for the person under conservatorship
- Performing home maintenance and improvement activities
- Moving furniture and possessions, except as necessary to safeguard items of significant value
- Caring for pets, except that the conservator may arrange for care on a temporary basis if the person under conservatorship is unable
- Timekeeping and billing activities, including preparation of invoices, requests for approval and task statements and attendance at hearings concerning conservator fees
- Activities of a purely secretarial nature, including typing, photocopying, mailing, faxing and filing

Time for travel between the conservator's office to other locations on conservatorship business is compensable. Travel time from the conservator's home is not compensable, unless the residence is the conservator's sole place of business.

The Probate Administration Fund does not provide payment for out of pocket expenses (i.e. mileage, phone calls, copying, depositions, subpoenas, etc.)

For further details, see Regulation 16

1. **COMPLETING AN INVOICE:**

- A. SIX MONTH RULE: All invoices must be submitted to the Probate Court within six months from the date services are rendered. Invoices received at the Probate Court beyond six months will be disallowed.
- B. Submit services on an Invoice for Services As Conservator (Regulation 16) available at [http://www.ctprobate.gov/Forms/Conservator Invoice Reg16 7.2016.pdf](http://www.ctprobate.gov/Forms/Conservator%20Invoice%20Reg16%207.2016.pdf) or include the following on your own invoice:
 1. Payee's name, address and tax identification number or State of CT Vendor number (number must correspond with Payee's name).
 2. Invoice number (must be unique on every invoice).
 3. Indicate conservator of estate, person or both.
 4. Probate Court, conserved person's name, type of matter (nursing home, hospital, Title XIX and psychiatric disability status).
 5. All time must be itemized and each entry must include date, amount of time in 0.10 hour increments, person performing services and a brief description of services rendered. Entries should be sorted chronologically, by date of services rendered.
- C. Court-appointed attorney fees and court-appointed conservator fees are paid at different rates and should be billed on separate invoices.

2. **SUBMITTING AN INVOICE FOR PAYMENT:** All invoices must be submitted to the appointing Probate Court. Invoices that exceed the applicable case limit should be accompanied by a Request to Exceed.

3. **PAYMENT:** The state allows 45 days from the date received at Probate Administration to pay an invoice.

4. **INQUIRIES:**

Payment/vendor information can be viewed at <http://www.osc.ct.gov/apd/vss/index.html>.
Questions about completing forms and allowable services: call Probate Administration (860) 231-2442.