

## **COURT-APPOINTED CONSERVATORS FEE SCHEDULE**

Closely related family members of the conserved person including a spouse, parent, child, grandchild or sibling shall not receive compensation from the Probate Court Administration Fund.

### **FEE: \$50.00 per hour for all services**

- Fees shall not exceed the maximum for each conserved person without **PRIOR** written approval of the appointing judge
- Invoices exceeding the case maximum without prior written authorization will be capped
- There are **NO RETROACTIVE** payments of short paid or rejected invoices

### **CASE MAXIMUMS**

Conservator of the Person: conserved person does not reside in a convalescent facility, hospital or other similar institution

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

Conservator of the Person: conserved person is residing in a convalescent facility, hospital or other similar institution

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

Conservator of the Person: conserved person determined to be suffering from a mental illness (NOT Dementia or TBI)

- \$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)*

Conservator of the Estate: Required to supervise the liquidation of assets of a conserved person and to file an application for benefits under Title XIX assistance

- \$500.00 per CASE maximum
- **Detailed description of services must be provided and invoiced separately from general conservator of the estate charges.**
- Subject to the approval of the Department of Social Services, the Judge of Probate may order payment to the conservator from the conserved person's assets rather than from the Probate Court Administration fund.

1. **COMPLETING A INVOICE INVOICE:** All invoices must include the following:

- A. **SIX MONTH RULE:** All INVOICE 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 a CO-17 invoice available at <http://www.ctprobate.gov/Forms/CO-17C.pdf> or include required Court-appointment case details on your own invoice (i.e. Conservator of Person/Estate/Both), conserved person's name, date of appointment, location (facility or community), Title XIX and mental illness status.
- C. Payee's name, address and tax identification number or State of CT Vendor number (number must correspond with Payee's name). All legal fees are reportable to the IRS so make sure you use the correct Payee's name (firm or attorney)
- D. Invoice number - which must be unique on every invoice.
- E. Name of matter and/or respondent's name; type of matter; and probate court.
- F. A breakdown of time must be itemized and must include dates, amount of time, and a brief description of services rendered. Each matter must be submitted for payment chronologically, by date of services rendered.
- G. Court-appointed attorney fees and court-appointed conservator fees are paid at different rates and should be billed on separate invoices.

### **THE PROBATE ADMINISTRATION FUND DOES NOT PROVIDE PAYMENT FOR THE FOLLOWING:**

- \* Preparation of your monthly billing
- \* Reviewing a file when a matter is not active
- \* Out of pocket expenses (i.e. mileage, phone calls, copying, depositions, subpoenas, etc.)

2. **SUBMITTING A INVOICE FOR PAYMENT:** All INVOICE invoices must be submitted to the appointing probate court. After the judge reviews and certifies the invoice it will then be sent to Probate Administration for payment. Matters that exceed the appropriate case limit should have a **pre-approved** Motion to Exceed or letter of explanation, signed by the judge, attached to the invoice before being submitted to Probate Administration.

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.