

Instructions for Mediation Invoices

Please read all the instructions before you begin.

1. Open the form by clicking on the name "MediationInvoice".
2. Place your cursor in the "Month" field. Left click.
3. Fill in your information and then tab to the next field.
4. Do not use "\$" in the number fields. It will give you a non-numeric total "Nan".
5. If a rate is full fee, please use the number zero (0) as the rate. The program will know that zero means full fee. If you use a non-numeric in the hour or rate fields then the calculation will not work.
6. On page 1, the "Total" field is tabbed over because it is filled in automatically when you fill out the information on page 2.
7. On page 1, the "Total number of inquiry and intake calls received this month" field may not match the number of income eligible cases you list. If a case is full fee for both parties, please do not include it on the intakes on page 1.
8. On Code "A" and Code "B", submit for intake only if you have talked to both parties. For example, if you talk to one party in June and the other party in July, you need to submit the intake on the July invoice, not the June invoice with only one party's information. On other codes, if you speak to both parties then submit intake after you have talked to both parties.
9. "Billable Hours" needs to be enter in quarter hour segments, for example 8 or more minutes would be .25, 23 or more minutes would be .5, etc. Please do not use numbers like ".17" or ".231".
10. You do not need to fill in the information for "Total Subsidy \$", "Total Subsidized Mediation", "Total Due for Intakes and Mediation" and "Total" on page 1. For intakes under "Summary" on page 2, you need to fill in the "number of intakes" then tab and the total dollar amount for intakes will be automatically calculated for you.
11. If you need to submit for more intakes than will fit on one page, please fill out two forms. Print both completed forms, write "Page 3" on the top of the first page of the second form. When you fill in number of intakes under the "Summary" section of page 2 include intakes that count from both page 1 and page 3.
12. If you need to submit more "Mediation Sessions" than will fit on page 2, again you will need to complete two invoices. For more sessions, you will need to fill out the top of page 1 on the second form and nothing under intakes. Then you should complete the "Mediation Sessions" section. Again, the totals will complete automatically. You should sign page 2 of both forms. Be sure that you write on the both forms that you are submitting two invoices for the month because you have more mediation sessions than will fit on one page.
13. You must sign your invoice and mail it to the program on or before the 10th of the next month.
14. ***As noted in your contract, please be advised that any invoice submitted 60 days after billing deadline will need approval of Court Administrator before being paid. This approval will not be automatic.***