

Thank you for your interest in becoming a DeKalb County Juvenile Court Appointed Attorney.

This packet includes all of the information and the forms you will need to complete prior to being added to the DeKalb County Juvenile Court Appointed Attorney list.

The Court will certify an award of reasonable compensation for the services and related expenses of counsel appointed by the Court; provided that such award shall be based on the time and effort expended by counsel, and the complexity of the case. The amount of compensation will be awarded at a rate of **\$50.00 per hour out-of-court** and at a rate of **\$75.00 per hour in-court**. In all cases an itemized bill must be submitted. (Please see page 6, for a sample invoice.)

The basis and underlying philosophy of these guidelines is that the Bar has the responsibility to represent persons financially unable to retain counsel; therefore, the above schedule for compensation is not intended to compare or compete with private counsel fees.

Again, thank you for your interest. Your hard work and dedication to support the mission of the DeKalb County Juvenile Court is appreciated.

MISSION OF THE DEKALB COUNTY JUVENILE COURT

To protect the best interests of the child and the community, to restore the lives of children who have been neglected or abused, to redirect children who have admitted to or have been found in violation of the law to become law abiding, productive citizens, and to support the continuity of families by leaving children in their homes whenever possible.

REQUIREMENTS FOR BEING AN APPOINTED PARENT ATTORNEY

1. Please contact Mr. Christopher Virgil at (404) 294-2754 to get on the Court Appointed list.
2. Complete and submit the Request Form (page 4) to Christopher Virgil with an **original signature** at cgvirgil@dekalbcountyga.gov via mail/email.
3. Call Mr. Christopher Virgil if you need to complete court observation. In the event that you have to complete the court observation, you would observe the following hearings:
 - a.) detention
 - b) adjudicatory
 - c.) dispositional
 - d.) review

You may observe cases in any of the five (5) courtrooms and with any of the (5) Judges. Judges are hearing their dependency cases on the following days at 9:00 a.m.:

Judge Linda Bratton Haynes	Mondays and Fridays
Judge Fatima El-Amin	Mondays and Fridays
Judge Vincent C. Crawford	Tuesdays and Thursdays
Judge Desiree Sutton Peagler	Wednesdays and Thursdays
Judge Temika W. Murry	Appointment Only

4. Complete the Observation Form (page 5) and have the Judge that you are observing initial the form, prior to submitting it to Mr. Christopher Virgil at cgvirgil@dekalbcountyga.gov.
5. Register as a “New Supplier” in order be added to DeKalb County’s approved vendor list.
**The DeKalb County Supplier Registration Package can be found at <https://www.dekalbcountyga.gov/purchasing-contracting/isupplier-0>
Click Here: [iSupplier Registration Instructions](#)
[New Vendor- iSupplier Registration](#)

**If you need help with registering as a supplier, please contact the number below or visit the website for additional iSupplier Helpdesk (404)-371-2713 or [iSupplier support@dekalbcountyga.gov](mailto:iSupplier.support@dekalbcountyga.gov).

To update your address information, go to the Profile Management Tab. You may view the video tutorials to assist with Account Management or call the Helpdesk number above.

Print and complete the Direct Deposit ACH Form and return to the Accounting Department once you have completed all requested items in this package. Follow the instructions on the form – **DO NOT RETURN THE FORM TO OUR OFFICE.

The form is attached as a separate document.

\$\$NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED WITH THE PURCHASING & CONTRACTING DEPARTMENT AND TO UPDATE YOUR INFORMATION, AS NEEDED, IF YOU WANT TO BE PAID FOR YOUR SERVICES. \$\$

ONCE YOU HAVE COMPLETED THESE STEPS, YOU WILL BE ADDED TO THE LIST AND WILL START TO RECEIVE APPOINTMENTS

Additional Information

It is your responsibility to submit your invoices in a timely fashion and to update your Supplier information with DeKalb County. Please keep in mind that towards the end of the year, there is a deadline for invoices. Due to the deadline at the end of the year, you will be required to submit your invoices before or on the deadline date due to the County's budget. As of January 1, 2019 we will not be accepting invoices for services rendered in the previous year(s).

We can accept a faxed or scanned copy of your invoice. It must contain your original signature. It is also your responsibility to keep your contact information updated (page 4)—if we cannot contact you, you will not receive appointments.

Please make every reasonable effort to return phone calls and/or e-mails from Court personnel within 24 hours.

Colet Odenigbo, Court Administrator
DeKalb County Juvenile Court
4309 Memorial Drive
Decatur, Georgia 30032

I would like to be placed on the DeKalb County Juvenile Court appointed parent attorney list. I am in agreement with the Court's standing Order regarding appointed private attorney compensation for dependency and guardian ad litem cases.

Attorney's Name – Printed

Date

It must contain your original signature.

Attorney's Signature

Attorney's Address	City, State	Zip Code
(Area Code) and Office Number	(Area Code) and Fax Number	
(Area Code) and Cell Number		
Email Address:		

FOR PAYMENT PURPOSES, PLEASE INCLUDE YOUR TAX I.D. NUMBER OR GEORGIA BAR NUMBER.

Tax Identification Number

Georgia Bar Number

Date of Admission to the State Bar of GA

Please give a brief description of your prior experience in handling child welfare/dependency cases:

Additions to the parent attorney list at the DeKalb Juvenile Court are uniformly implemented. A new attorney must observe at least one hearing in each stage of the Dependency process and a Termination of Parental Rights hearing. Please use this form to keep track of your observations, and upon completion of your observations, please make arrangement with Christopher Virgil, Administrative Coordinator (404-294-2754, cgvirgil@dekalbcountyga.gov) to submit the completed form. Upon Mr. Virgil's receipt of this form, Mr. Colet Odenigbo, Court Administrator will arrange to review with you the on-boarding packet and the Memorandum of Understanding for your signature.

OBSERVATION FORM		Names					
Type of Hearing	Date of Hearing	Children (Initials ONLY) Case Number	Parent Attorney(s)	Child Advocate Atty/ Guardian ad Litem	SAAG	Judge	Judge's Initials
Preliminary Protective Hearing (PPH)							
Adjudicatory Hearing							
Disposition Hearing							
Permanency Hearing							
Non-Reunification Hearing							
Termination of Parental Rights (TPR) Hearing							

Attorney Name: _____

Please sign below to verify that the information above is accurate to the best of your knowledge and belief.

Attorney Signature: _____

Date: _____

<p>For Office Use Only: REVIEW STATUS [APPROVED / DENIED]</p> <p>Signature: _____</p> <p>Date: _____</p>
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EXAMPLE – ATTORNEY INVOICE

Date: _____

Judge _____
DeKalb County Juvenile Court
4309 Memorial Drive
Decatur, Georgia 30032

Re: Invoice #..... (invoice numbers must not be duplicated)

***Case (Child(ren) Name: John Doe File Number: @00000 *Case Number: 044-05J-0000**

(Please list all the names of the children and all of the case numbers – not just last names)

Type: Dependency

Attorney for the parent: Name of Parent

*Date	*Description of work	*Hours	Amount
6/20/20	Out of Court - Preparing for case	1	\$50.00
6/21/20	In Court - Adjudicatory Hearing	1	\$75.00
	1 hour in court time @ \$60.00/hr		\$75.00
	1 hour out of court time @ \$40.00/hr		\$50.00
		Total:	\$250.00
	TOTAL DUE: \$250.00		

Mail to:

***Attorney's Name**

***Address**

***City, State, Zip**

***GA Bar #**

***Tax ID# or SS#**

*These items as well as the **correct** case name, file number, case number and invoice number are required on all invoices in order to process for payment. Please keep in mind that all invoice numbers cannot be duplicated.

Invoices should be submitted for payment within 30 days of service.

*It is your responsibility to submit your invoices in a timely fashion and to update your Supplier information with DeKalb County. It is also your responsibility to keep your contact information updated (page 4)—if we cannot contact you, you will not receive appointments.