



Court Witness Billing Protocol

This protocol applies to any and all court actions including criminal, dependency, family and civil cases.

- Work associated with subpoenas from all counties/parties will be charged \$100 per hour. This charge applies to interviewers, examiners, and therapists. The rates will be billed in quarter-hour increments. If the testimony is deemed unnecessary with limited notice, the center may still bill for preparation time.
- If a party sends an unsolicited check along with the subpoena to cover "witness fees" we will not accept this check. We will inform the party that we will send an invoice for work associated with the subpoena at the amount referenced above (\$100/hour). We will either return the check or shred the check at the request of the sender.

Time billed includes the following:

- Preparation time
- Time with attorneys, both in person and over the phone
- Time waiting at court, regardless if testimony is provided
- Time in court testifying

Traveling outside Clackamas County:

- Travel arrangements, if necessary, need to be arranged ahead of time. The subpoenaing party will pay for travel expenses and lodging costs.
- If the employee is driving in their private vehicle, the subpoenaing party will be billed the standard mileage rate set by the IRS.
- If the employee is traveling via public transportation, the subpoenaing party will be billed for the transportation.

Children's Center will submit an invoice to the issuer of the subpoena following the court date.

Records Requests Billing Protocol

This applies to any requests for records for litigation purposes.

- We bill by the page and by the DVD, and we charge for postage.
- The party who subpoena's the records will be sent an invoice after the records have been sent.