Project Title: Santa Clara Dependency Representation
RFP Number: CFCC 09-08 DRAFT-Santa Clara-LM

DR-101

ADMINISTRATIVE OFFICE OF THE COURTS
DEPENDENCY REPRESENTATION, ADMINISTRATION, FUNDING AND TRAINING

DEPENDENCY CASE INFORMATION
IN COURT

Attorney Name:
Address:
City, State, Zip: Court System:
Telephone:
Fax:
State Bar No: **Total hours: 0.00**

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This information is for the month of

Date (mm/dd/yy)	In Court Time	Case Number (one case number per line)	Codes for Types of Hearings Conducted (Select Hearing Type)

Appendix A - Sample Invoice Documentation Forms

RFP for Santa Clara Dependency Representation

Appendix A: Sample Invoice Documentation Forms

ADMINISTRATIVE OFFICE OF THE COURTS
DEPENDENCY REPRESENTATION, ADMINISTRATION, FUNDING AND TRAINING

DEPENDENCY CASE INFORMATION
OUT OF COURT

Attorney Name:
Address:
City, State, Zip: Court System:
Telephone:
Fax:
State Bar No: **Total hours: 0.00**

Date (mm/dd/yy)	Case Number	Time Billed	Task Code* (select task)	Phase Code** (select phase)	Party Represented (select party)	Explanation of Task (optional)

Appendix A - Sample Invoice Documentation Forms

TASK CODES:
1. Document review
2. Communicate with client in person
3. Communicate with client
4. Communicate with child welfare worker
5. Communicate with others
6. Other investigation
7. Draft settlement/order langauge
8. Legal research
9. Preparation and filing of original
or responsive pleadings
10. Mediation/family group conferences
11. Trial preparation
12. File notice of appeal or writ
13. Prepare writ
14. Travel
15. Other

PHASE CODES
A. Beginning through initial hearing
B. Post-detention hearing through disposition
C. Post-disposition through end of reunification
services
D. Completion of the selection and
implementation;
(.26) hearing and/or 39.1B writ preparation
E. Post-permanent plan

Hearing Codes:
1. Detention
2. Jurisdiction
3. Disposition
4. Juris/Dispo (combined)
5. Review
6. Motion Hearing
7. Permanency Hearing
8. Termination Hearing
9. Settlement Conference
10. Rehearing
11. Mediation
12. Other