

## **BILLING**

Bills shall be submitted to the Director of the Commission at the Valley City office.

Bills shall be submitted no later than 60 days after they were incurred, except for a bill in relation to a case assignment, in which instance, the bill must be submitted within 60 days after the close of the case. A bill which is submitted outside this time frame will not be paid. Any deviation from this policy will require an appearance before the Commission at its next regularly scheduled meeting.

Bills for reimbursement for time, milage or other expense shall accurately reflect actual time, milage, and expense incurred in the matter. Time shall be rounded to the nearest 0.10 of an hour. Mileage shall be rounded to the nearest mile. If time, milage or expense was incurred for two or more cases, the amount shall be divided by the number of cases and submitted appropriately.

Bills shall be reviewed by the Commission staff. If upon review, there are questions about the accuracy of the bill, the person/entity who submitted the bill will be contacted, in writing, to provide a written explanation of the bill. If the explanation is unsatisfactory to the Commission staff, the questionable portion of the bill will be denied. The person/entity who submitted the bill may appeal the denial to the Commission, to be heard at the Commission's next regularly scheduled meeting.

If the bill submitted indicates a likely violation of the North Dakota Rules of Professional

Conduct, the violation shall be reported when required by Rule 8.3 of the North Dakota Rules of Professional Conduct.