

NOV 16 2015

IN THE COURT OF APPEALS OF THE CHOCTAW NATION OF OKLAHOMA

PATTY DANNEY, COURT CLERK
DEPUTY

ADMINISTRATIVE ORDER RE:]
]]
BILLING STATEMENTS AND]
EXPENSE ACCOUNTS] AO-2015-002

In order to better explain billable time expended on legal services to the Nation and court matters performed by the judiciary and staff, it is hereby ordered that all requests for payment for work performed be submitted on a legible form reflecting the specific matter worked on or performed and the amount of time expended for each segment at intervals of 1/10 hour.

Time Conversion Table:

1-6 minutes =	0.1
7-12 minutes =	0.2
13-18 minutes =	0.3
19-24 minutes =	0.4
25-30 minutes =	0.5
31-36 minutes =	0.6
37-42 minutes =	0.7
43-48 minutes =	0.8
49-54 minutes =	0.9
55-60 minutes =	1.0

Milage reimbursement is .575 per mile

Receipts for hotel accommodations, meals and other receipted expense shall accompany your request.

All billing shall be submitted to the Chief Judge of the Appellate Court who shall review and submit for payment within three (3) business days of receipt.

Dated this 10th day of November, 2015.

IT IS THEREFORE ORDERED.



CHIEF JUDGE