



Maryland Volunteer Lawyers Service --- Judicare

Billing and Case Update

- Billing may be submitted to MVLS twice during representation, or when the case is closed
- Invoices should be on your letterhead and should include a detailed statement of services rendered with an itemization of hours, total amount due (maximum \$1,600), and the name of your client. Handwritten invoices will not be accepted. Our grant does not allow us to pay for paralegal time.
- Final payment is contingent upon MVLS' receipt of the case closure form below.
- Please allow 30 days for payment.

Attorney Name:	Date:
Client Name:	MVLS Case Number:
Total Attorney Hours at Closure:	Client Legal Issue:
Email Address:	
Are you ready for another referral? <input type="checkbox"/> Yes <input type="checkbox"/> Not yet	Total Dollar Value at Closure:
Would this be a good case to feature in our newsletter or annual report? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If your case is not closed, please provide the following information:

Status:	Anticipated Closing Date:
----------------	----------------------------------

If your case is closed, what is the reason for closure? (please check one):

- | | |
|--|---|
| <input type="checkbox"/> Administrative agency decision | <input type="checkbox"/> Limited Services |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> Negotiated settlement (without litigation) |
| <input type="checkbox"/> Change of eligibility status | <input type="checkbox"/> Negotiated settlement (with litigation) |
| <input type="checkbox"/> Client withdrew, did not return | <input type="checkbox"/> Referral to another agency |
| <input type="checkbox"/> Contested court decision | <input type="checkbox"/> Uncontested court decision |
| <input type="checkbox"/> Extensive services (over 20 hours) <i>explain below</i> | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Insufficient merit to proceed | |

Brief summary of the legal issues and the results achieved:

Please return this form to:

Tara Miles • Maryland Volunteer Lawyers Service • 201 North Charles Street • Suite 1400 • Baltimore, MD 21201
 Tel: (443) 451-4070 • Fax: (443) 459-9 • Email: tmiles@mvslaw.org

