

***CONTRACT ATTORNEY PAYMENT
PROCEDURE EXAMPLE***



Contract Attorney Payment Procedure

- 1) Prior to requesting payment for services, you must provide:
 - ✓ Fully executed Agreement for Contract Attorney Services
 - ✓ Completed W-9 Form
 - ✓ Attorney Screening Form
 - ✓ Debarment Certification
 - ✓ Proof of Professional Liability Insurance
 - ✓ Responses to program evaluation questions for each case

- 2) Upon completion of your representation of a [REDACTED] client at a Permanent Protection Order Hearing, and submission of the above items, you may submit the attached Request for Payment form in one of the following ways:
 - Via E-mail: [REDACTED]
 - Via Facsimile: (303) [REDACTED]
 - Via U.S. Mail: [REDACTED]
PO Box [REDACTED]
Denver, CO [REDACTED]

- 3) Payment will be processed and checks mailed out to the address provided within 30 days of receipt of your Payment Request.

If you have questions regarding this process, please contact [REDACTED], at (303) [REDACTED].