
CHECKLIST FOR SUBMITTING INVOICES TO FAMILY COURT SERVICES

Have I:

- Used the most current invoice form?**
- Submitted an original invoice signed in blue ink?**
- If asking for mileage reimbursement, have I used the correct mileage rate?**
(If you are unsure of the correct rate, you may call the receptionist at the Administrative Office at 304-558-0145. The rate as of January 1, 2015, is \$.575.)
- If I am requesting out-of-pocket expenses, have I attached original receipts?**
- Have I included a copy of the attendance sheet and the original class evaluations with my invoice?**
(Parent Educators only)
- Have I included copies of the presenter invoices with my coordinator invoice?**
(Coordinators only)
- Have I requested the correct fee for my services?**
(*Parent Education Presenters:* please refer to your independent contractor agreement.
Parent Education Coordinators: please multiply 12% by the total of all presenter invoices.)
- Have I listed the county for which the service was performed?**
- If I am submitting three or more invoices, have I included a summary sheet totaling the charges, listing the counties for each service, and signed in blue ink?**
- Have I included a copy of the appropriate Independent Contractor Agreement(s)?**
(Parent Educators, Security Guards and Coordinators only.)
- Have I included the invoice number on my invoice?**
(Parent Educators, Security Guards, and Coordinators only.)
- If my address has changed, have I enclosed a new W-9 form?**
- Have I sent my invoice to the right person and address?**
(Invoices for Parent Education, Advanced Child-Focused Parent Education, Mediation, Guardian ad Litem, and Parenting Plan Home Study Evaluations go to:

Family Court Services Program Coordinator

WV Supreme Court of Appeals
1900 Kanawha Blvd., East
Building 1, Room E-100
Charleston, WV 25305