

Question: What if I do not have a Vendor Number?

Answer: Payment can be made to registered vendors only. Service providers should register at <http://www.maricopa.gov/Finance/Vendors.aspx> .

Question: Why do I need to enter an E-mail Address?

Answer: Your e-mail address is required in the event there is a question regarding your request for payment

Question: What is my hourly rate?

Answer: Homicide and Major Felony = \$77.00/hr.

Lead Counsel = \$140.00/hr.

Co-Counsel = \$105.00/hr.

Probate (Complex hours) = \$77.00/hr.

Capital PCR-Trial/Plea = \$100.00/hr.

Extraordinary Compensation = \$77.00/hr.

Weekend Detained Calendar = \$77.00/hr.

Investigation = \$35.00/hr.

Investigation -reviewing discovery = \$25.00/hr.

Question: How do I attach my statement of hours?

Answer: When you hit the "Submit" button, your e-mail will open and the invoice will appear as an attachment to that e-mail. You can attach any documents pertinent to your invoice submission at this point.

Question: How do I obtain attorney signature on Pro Per matters?

Answer: You don't need to have attorney signatures on Pro Per matters. Simply submit the eInvoice and statement of hours to OCC for payment.

Question: How do I obtain counsel approval on Investigation and Mitigation invoices?

Answer: You can e-mail counsel your invoice and your statement of hours. Counsel will confirm that the work listed has been completed. Counsel can then FORWARD the e-mail to back to you (so that the original attachments are still viewable) with a simple "I verify that the work listed was both requested and completed and the invoice is accurate," or something to that effect. Then you can either FORWARD that e-mail to AdultInvoice@mail.maricopa.gov or submit the invoice using the "Submit Adult eInvoice" button and attach the attorney's e-mail.

Question: May I enter two cases on one (1) invoice?

Answer: No. Please limit your request for payment to one (1) case.

Question: My invoice was declined, how do I resubmit?

Answer: If your invoice was declined by OCC because of missing information, you will need to submit a new invoice, complete with the missing documentation. OCC does not maintain declined invoices.

Question: Once I submit and eInvoice to OCC, how quickly may I expect payment?

Answer: Please allow both OCC and Maricopa County Department of Finance (DOF) thirty (30) business days to process payment. We recommend that you establish Electronic Funds Transfer (EFT). Doing so allows the DOF to deposit funds directly into your account and not only ensures that you receive payment more quickly, it also eliminates the chance of misdirected or stolen checks.

Question: How do I establish EFT?

Answer: Simply complete and submit the EFT Enrollment Form, which can be found on our website under "Forms."

Question: How do I save an invoice?

Answer: The 'save icon (see screen shot below) will be grayed out unless you make a change to the document. The button will be enabled after you type something in a field and tab out. You can also save by clicking on File > Save As. This method does not require you to fill out a field.

Click to save this PDF file with your latest changes

eInvoice Mitigation

*Maricopa County shall not pay any claim unless demand for payment is n
last item of the account accrues. Arizona Revised Stat*

Date Submitted:	Sep 8, 2010	
Payee:	Vendor Number:	E-mail Ad
testdf	W0000 9	
Invoice Number:	Vendor Office Phone Number:	Vendor Ce
Client Name: (Last Name, First Name)		Case Number: