AGREEMENT
FOR
SERVICES RENDERED TO NORTHEASTERN JUDICIAL CIRCUIT

This Agreement made this 23rd of April, 2013 by and between the State Court, Hall County, Georgia and herein named service provider. This agreement shall be in effect for the period July 1, 2012 to June 30, 2013 and shall be subject to annual renewal between June 1 and June 30.

WHEREAS, the Governing Authority of Hall County, Georgia, administers funds which make up the operating budget of the State Court; and

WHEREAS, the Trial Courts Administrator’s Office, Northeastern Judicial Circuit, administers the local operating fund for State Court; now therefore

THE PARTIES AGREE as follows:

1. Service providers must submit an invoice for payment within one calendar month (30 days) after service completion with the exception of June as that is the end of the fiscal year. June invoices must be submitted by July 10th. A penalty of 10% per month will be assessed against all invoices not submitted in the required 30 day time frame. All invoices submitted shall include the name and address of the provider, social security number, date of service, number of hours, and the agreed rate for services rendered as follows:

   a. $65.00 hourly
   b. Court related training: $50.00 hourly (actual training hours only - $250 daily maximum)

2. Invoices for payment shall be submitted to the Presiding Judge of DUI Court, or designee for certification. After certification, invoices will be submitted by the DUI Court staff to the Indigent Defense Office for processing.
3. Certified invoices shall be submitted to the Indigent Defense Office, no later than (5) business days prior to check-cut day. Checks are cut by Hall County Finance on the 5th, 15th, and 25th of each month, unless the dates fall on holiday or weekend, if so, checks are cut the following business day. All invoices arriving in Finance after the cutoff date/time will be processed on the next check processing date. Checks are mailed directly to the service provider.

4. Service provider shall contact the Indigent Defense Office if payment has not been received within 15 business days after invoice was submitted.

IN WITNESS WHEREOF, the parties have executed this agreement on the first date written above. Either party shall terminate this agreement at will.

NORTHEASTERN JUDICIAL CIRCUIT

BY: 

REGGIE FORRESTER,
CIRCUIT TRIAL COURT ADMINISTRATOR

SERVICE PROVIDER:

BY: 

TOM CSIDER,
ATTORNEY AT LAW