

**COLORADO JUDICIAL DEPARTMENT**  
*Office of Dispute Resolution*

ODR Policies and Procedures Manual

Date: July 28, 2011

Subject: **Billing for State Indigent & Grant funded cases**

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**POLICY**

ODR Neutrals are responsible for submitting required information for state and grant funded cases in order to generate payment. Case information for approved ODR services shall be submitted online through the electronic case management system developed by ODR Central. It is the responsibility of the Neutrals, as independent contractors, to manage their cases for accurate billing.

**PROCEDURE**

- 1) ODR Neutrals are responsible for collecting proof of indigency in advance of the scheduled mediation session.
- 2) ODR Neutrals shall enter case information online through an electronic case management system developed by ODR Central.
- 3) Monthly timesheet(s) will be generated by ODR Central and emailed to the Neutral for signature and verification of accuracy.
- 4) Neutrals must include proof of indigency with all timesheets submitted for payment for state indigent cases. Indigent approval must be dated within the last six months. ODR Neutrals are responsible for notifying ODR if there is a discrepancy with their timesheet or an erroneous payment was made.
- 5) By signing a timesheet for payment, ODR Neutrals are certifying that the services for which they are requesting payment for were:
  - a. incurred for the benefit of the State;
  - b. were reasonable and necessary in the circumstances;
  - c. are in compliance with Judicial Department Fiscal rules;
  - d. not previously reimbursed; and
  - e. will not be reimbursed from any other source.