

Contractor Payment Process

This procedure applies to all suppliers (attorneys, investigators, mental health professionals, transcript service providers, etc.)

Note:

- ***Suppliers are not to pay for other professional services and then request reimbursement; those services are to be billed directly to OPD by the professional providing services.***
- *All claims will be submitted via the online portal.*
- *All pre-approval and supplemental requests will be submitted via the online portal.*
- *All transcript service requests will be submitted via the online portal.*
- *Paper claims will only be allowed in extenuating circumstances **with** documentation of **why** a paper claim is being submitted.*

Claims for all service providers will be processed and paid within 30 days of receipt of the claim.

The 30-day clock for payment will stop for any disputed claim, or claims with errors. The supplier will be notified via email of the dispute. Any claim with a disputed charge will be placed in a pending status until the dispute has been resolved, which will restart the 30-day clock.

Attorneys

Submit one claim per month, per region, per conflict type

*Claims must be submitted by the last day of the month following the month of services provided. For example, if you have incurred charges in the month of July, you will be required to submit your claim before the last day of the following month, in this case it would be due before August 31. **It is highly recommended to submit claims well in advance of the end of the month in the event there are technical difficulties.***

Pre-approvals and supplemental requests for all non-attorney client services will be made via the online payment portal.

Requests for transcript services will also be submitted using the Pre-approval section of the online portal, regardless of cost.

Once your claim has been submitted via the online payment system it will go through processing by Accounting, the Regional Deputy or Conflict manager, and then Accounting again for finalization and payment of the claim.

All claims must include the following:

- *Invoices with details of work performed and the date it was performed*
- *Client's OPD provided case ID numbers must be present on invoices*
- *Travel details including date of travel, departure location, arrival location, number of miles traveled, purpose for travel*
- *When requesting per diem for meals the times that you leave and arrive are required on the invoice*
- *Motel (not credit card) receipts for overnight stays*
- *Receipts for all non-client related costs such as airfare, parking, car rentals, etc.*

Investigators

Each claim must be within the amount of the Pre-approval submitted by the attorney requesting your services.

Searches that require using a database such as TLO will require a receipt with the amount of the charges you incurred during your search.

See All claims above for additional information required.

Mental Health Professionals

Mental health professionals can submit a separate claim for each client in which they have received a Pre-approval, or they may include multiple clients on one claim.

See All claims above for additional information required.

Transcript Service Providers

Transcript service providers can submit claims for pre-approved costs using the transcript worksheets available via the OPD website using the following link

<http://publicdefender.mt.gov/Contractors/Transcript-Services> . There are different forms available for regular transcripts and appellate transcripts.