

**COMMITTEE FOR PUBLIC COUNSEL SERVICES**  
**REQUEST FOR WAIVER OF THE 1650 HOUR FISCAL**  
**YEAR LIMIT ON BILLABLE HOURS**

Employee Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Code \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Email \_\_\_\_\_

Fiscal year you are seeking a waiver of 1650 yearly billing limit \_\_\_\_\_

Total number of hours you are seeking to bill during the Fiscal Year \_\_\_\_\_

Yes      No

Did you receive a notice from CPCS advising that you were at risk of exceeding 1650 hours?

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CPCS policy provides in pertinent part:

*Vendors may request a waiver of the fiscal year billing limit for themselves or any employee or contractor by submitting a written request for waiver of the fiscal year billing limit. This request should be sent prior to reaching 1,650 billed hours. The vendor should identify the individuals seeking the waiver and specify the reasons why a waiver is necessary to protect the interest of the client, the number and types of cases handled in the fiscal year, and the extraordinary circumstances that resulted in the individual reaching or exceeding the presumptive cap on billable hours. In addition the vendor must indicate the total number of hours they are seeking to bill CPCS for services rendered until June 30<sup>th</sup>. CPCS may also request additional information.*

Please provide an explanation as to why you will need to bill hours in excess of 1,650. Kindly attach your explanation to this form.

\* You must submit the request for waiver and receive approval before billing for more than 1650 hours for the fiscal year. If your waiver is approved, you will not be compensated for hours in excess of the total hours approved for the fiscal year.

\*\* The approval of your waiver will not exclude those hours from any billing or performance audit. Approval, reduction or rejection of a waiver does not constitute an audit of the hours submitted during the fiscal year for which services were billed. The Committee reserves the right to examine the cumulative hours charged on the dates billed during the fiscal year and re-examine any and all bill(s) submitted in the event of a future bill review or audit. Also, please be aware that bills may be reduced in keeping with CPCS billing policy.

\*\*\* The Indigent Court Cost Vendor Manual requires vendors to maintain contemporaneous time records for each case, as well as a daily log which records all time worked and services performed on each date. Please refer to the section on Time Records in Chapter II. Submission of this form and any attachments to CPCS constitutes certification as provided below.

**Vendor Certification:** I hereby certify under the pains and penalties of perjury that I have accurately described the facts herein and the reason(s) that necessitate a waiver on the fiscal year limit on billable hours as detailed on the attached form.

[if box is not checked waiver will be denied]

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS:**

Please email the completed waiver together with your explanation of the circumstances warranting a waiver as provided above to [Vwaiver@publiccounsel.net](mailto:Vwaiver@publiccounsel.net). To ensure timely processing of your request, the subject of the Email must include "Request for Waiver of 1650 hour limit."