

**BILLING GUIDELINES FOR
DEFENSE ATTORNEYS PROVIDING SERVICES TO
MISSISSIPPI TORT CLAIMS BOARD**

1. The current rate for legal services is \$135 per hour. Defense of medical malpractice claims will be billed at a rate of \$165.
2. When an attorney is selected to represent the Board, only the specific attorney has been hired, not the attorney's firm, or any unapproved attorneys in the firm. *The Board cannot pay for the services of any attorney not included on the Approved Attorney Register.* Any time charged to a case by an attorney not on the register will be removed before payment is made.
3. Only one (1) approved attorney in a firm should charge for reviewing the original file and that should be limited to a maximum of two (2) hours.
4. The Mississippi Tort Claims Board Claim Number must be used on all correspondence and bills.
5. Status reports are required every 120 days on inactive claim files. Failure in providing such reports could result in removal from the Defense Attorney List.
6. Attorneys are to report any and all settlement offers when received from Plaintiffs.
7. The hourly rate for paralegals should not exceed \$60.
8. All items detailed on a bill should be charged separately, e.g., --- "Research; phone conversations; travel to Vicksburg - 4 hrs.," is not appropriate. Time for each detail should be shown.
8. Receipts should be provided for any extraordinary expenses such as large out of office copy charges, medical records, photography, etc., that are more than \$100.
9. Two (2) approved attorneys may not render separate bills for anyone (1) action or item. The Board selects experienced attorneys to avoid having several inexperienced attorneys billing for what one (1) experienced attorney may do for him/herself.
10. When travel expenses are billed, each item must be listed on the time sheet, i.e., the number of miles traveled, parking, etc. The State of Mississippi uses the same mileage reimbursement rate as the Federal Register, which changes every year. There is no allowance for meals unless overnight travel is required.
11. Photo copy expense must be itemized for number of copies. The allowable charge per copy is \$.20 for office photo copies.
12. The amount of time charged for telephone calls made or received should be accurate. Any telephone calls charged more than .3 hours should be explained in the next status letter to the Board.
13. As required in the personal services contract, all billing is to be submitted on a quarterly basis from date of assignment. Any bill received otherwise will simply be returned without comment.