

 <p style="text-align: center;"> Administrative Policies And Procedures Tennessee Supreme Court Administrative Office of the Courts </p>	Index #:06-001-2023	Page 1 of 1
	Effective Date: 03/08/23	
Approved by: Chief Justice Roger A. Page and Director Michelle J. Long		
Subject: Over Claim – Requirement of Affidavit, R. 13, Sec. 6(a)(6) and 6(b)(4)		

POLICY STATEMENT:

Over-claim status is triggered in ACAP whenever an attorney submits claims showing he/she worked more than 8 hours in front of a judge or more than 12 hours total on indigent claims in a single day. When an over claim is triggered, the Compliance Officer will inform the attorney that he/she must provide an affidavit that lists all hours worked in all cases on a specific date.

NOTE: Pursuant to Tenn. R. Civ. P. 72 and other applicable rules or statutes, a sworn declaration will suffice for a notarized affidavit.