

SCCID
Probate Commitment Hearings
Voucher Payment Policy

I. Registration of Counsel

- a. Every attorney who represents or expects to represent a client that is allegedly mentally ill/chemically dependent in a Probate Commitment Hearing (pursuant to Articles 17, 24, and 52 of Title 44 of the South Carolina Code of Laws, as amended) pursuant to a court appointment must personally register a User Account online with SCCID, at its website www.sccid.sc.gov and be approved and issued an attorney password. During the process to create a User Account, the attorney will be required to verify his or his law firm's SC Vendor ID.
- b. The SC Vendor ID is required by the Comptroller General Office and State Government Procurement in order to do business with the State. If the attorney does not have a South Carolina Vendor ID, he may apply for an ID by clicking on the "Apply for a SC Vendor ID Number" box on the SCCID website. The link will direct the attorney to the Procurement site to apply for the ID.

***NOTE:** Once you apply for a SC Vendor ID, the SC Comptroller General's Office requires a 72-hour waiting period to verify your ID number. You will not be notified when your number is assigned. Periodically check with the SC Vendor registration site to obtain your SC Vendor ID. Once you have your ID number, return to the SCCID website to complete the "Register for Access" fields. You only have to register for website access once.*

- c. The attorney shall complete and submit to the State Treasurer's Office an Authorization Agreement and Enrollment Form to allow direct deposit of the voucher payment.

II. Case Registration and Submission of Voucher

- a.** The attorney must have an Order of Appointment and a Form 306 Voucher form, signed by the Probate or Circuit Court Judge, to register a case and submit a voucher for payment of the approved fee for professional services.
- b.** Within fifteen (15) days of the date of the Form 306 Voucher form, the appointed attorney shall register the case and submit the voucher form online at www.sccid.sc.gov. The attorney shall log into his User Account on the site to enter the requested information and upload the Order of Appointment and the Voucher form.
- c.** Vouchers must be submitted online.

III. Voucher Payment

- a.** All voucher payments are made by Direct Deposit as authorized by the attorney. The attorney will receive an electronic notice that the deposit has been processed.
- b.** SCCID will process voucher payments as expeditiously as possible. However due to the volume of vouchers processed by SCCID, the voucher payment process shall not exceed 30 days without notice to the attorney.
- c.** Voucher payment requests will not be processed unless a copy of the Order Appointing the attorney and the Form 306 Voucher form are submitted with the request. SCCID will notify the attorney of any issues with the payment request to allow the request to be corrected.
- d.** Payment will be processed for the amount approved by the court on the Form 306 Voucher form. SCCID does not approve nor set the fee schedule.