



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

100 North Union Street, Suite 220
Montgomery, Alabama 36130-2620
Telephone (334) 242-7050 Fax (334) 242-7466
www.comptroller.alabama.gov

Robert Bentley
Governor

Marquita F. Davis, Ph.D.
Director of Finance

Thomas L. White, Jr., CPA
State Comptroller

Janice A. Hamm, CPA
Deputy State Comptroller

MEMORANDUM

TO: All Probate Judges

FROM: Thomas L. White, Jr.
State Comptroller *TLW*

DATE: April 16, 2013

RE: Mental Commitment Reimbursement Update

The Comptroller's Office reviewed policies and procedures regarding claims submitted from the county Probate Judge to the State of Alabama for mental commitment reimbursements. There have been many questions and issues pertaining to the processing of these claims. With the guidance of the Legal Counsel for the Alabama Department of Finance, we are re-emphasizing and issuing a comprehensive list of guidelines and procedures that apply when submitting charges for mental commitment claims. These guidelines are enclosed for your convenience.

Also enclosed is a new Probate Fee Itemization form to be used when submitting claims for payment to the Comptroller's Office. These procedures and the new form are now in effect. Claims that do not have the required itemization will be returned for correction(s).

Thank you in advance for your assistance. If you have any questions, please contact Ms. Pam Harris at 334-242-4225 or Ms. Amanda Leger at 334-242-7064.

TLWjr/PH/dt

Enclosures

1. Comptroller's Guidelines
2. Probate Judge Mental Commitment Fee Itemization

CC: Mr. Mose Stuart, Legal Division
Ms. Janice A. Hamm, Deputy State Comptroller
Ms. Pamela Harris, Fiscal Management Section Supervisor
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