

LEGAL INVOICE INQUIRY

DEPARTMENT OF JUSTICE
ADMINISTRATIVE SERVICES: BILLING UNIT
1162 COURT ST NE
SALEM, OR 97301 4096

PHONE:(503)378-4622
Or (503)378-5426
FAX: (503) 378-8732

From:

Agency Name _____

Client Number _____

Address _____

Contact Person for Inquiry
(your agency employee)
Phone (include extension) _____

DOJ Invoice Number _____

DOJ Matter Number _____

Dates Involved _____

Hours Involved _____

INQUIRY

IF PAYMENT IS WITHHELD-PLEASE INDICATE AMOUNT:

Date Filled out by your Agency:

Initial:

Please fill out this form and attach a copy of the page or pages in the invoice that pertain to the matter you are questioning. This will help us respond to your inquiries in a timely manner.

DOJ ADMIN USE ONLY

LOG IN _____

COMPLETED _____

BY _____

BY _____