

**INSTRUCTIONS
PLACER COUNTY INDIGENT DEFENSE PROGRAM
PAYMENT VOUCHER**

With the exception of routine psychiatric evaluations (submitted with Letter of Psychiatric Appointment and Payment Voucher) successful payment processing requires that the General Information and each relevant section of this form be complete, and signed by the claimant and the applicable approver. All attorney claims must be submitted for approval to the Court department where the judge presiding over the case is located. All expert and other claims must be submitted for approval to the attorney defending the case, who will then forward claims to the County. Please see the bottom of the form for copy routing instructions. Approved vouchers with **BLUE INK** signatures must be submitted to:

**Placer CEO – Fiscal Unit
Attn: Indigent Defense Program Accounts Payable
175 Fulweiler Avenue
Auburn, CA 95603**

If a County vendor number has not been assigned (the vendor # is on the County check stub), the vendor must complete an IRS Form W-9 (Request for Taxpayer Identification Number and Certification) and a Form 590 (Withholding Exemption Certificate). California nonresidents, corporations, limited liability companies, and partnerships that do not have a permanent place of business in California are subject to state income tax withholding (California Revenue and Taxation Code 18662). Nonresident providers are also required to complete and submit a California Form 587 (Nonresident Withholding Allocation Worksheet), or Form 588 (Withholding Waiver Request) or Form 590 (Withholding Exemption Certificate). These forms are downloadable from IRS and California Franchise Tax Board websites or vendors may contact the Placer County Auditor/Controller's Office at 530-889-4160 to request a mailing.

Written court orders specific to services rendered and maximum amount of funding available (with the exception of attorneys) must be attached to the Payment Voucher and invoice. Invoices and receipts for miscellaneous expenses must be original – **photocopies are unacceptable**.

Case classes defines: Class One – Non-capital homicides, and offenses with a maximum sentence of life without the possibility of parole of in the discretion of the Court, an aggregate state prison sentence of 30 years or more; Class Two – Crimes for which the upper term of punishment is five years or more, but less than Class One; Class Three – All other felonies, juvenile matters, and conservatorship/guardianship cases; and Class Four – Misdemeanor and civil cases.

A COPY OF THE COURT'S MINUTE ORDER MUST BE ATTACHED TO THE PAYMENT VOUCHER.

Payment Frequency: Application for payment of attorney fees shall ordinarily be made at the time of the final court disposition, or no more often than bimonthly for those attorneys who are carrying multiple Placer County cases. Special application may be made to the Court for more frequent interim payments in exceptionally complex cases; additionally, the County will consider exceptions on a vendor-by-vendor or case-by-case basis.

Original invoices for services must be written on vendor letterhead and detailed to include:-

- Name of Vendor, address and phone #
- An invoice date and unique invoice #
- Billed to Placer County
- Breakdown of time by the tenth of an hour
- Descriptions of work sufficient to substantiate billing amounts relevant to the case complexity and degree of skill and effort in handling the matter, to include:
 - Interviews and conferences with client
 - Witness interviews
 - Consultation with investigators and experts
 - Obtaining and reviewing the court record
 - Obtaining and reviewing documents and other evidence
 - Legal research and writing
 - *Mileage expense per IRS rate at time of service
 - Other work

*Attorneys and other experts may bill for mileage at the current county approved rate but cannot bill for travel time unless an exception is stated in the applicable court order. Due to the nature of the work, **investigators and interpreters** may bill for reasonable travel time and mileage costs.

The Court and/or the County may adjust claims in accordance with the above standards.