



INDIGENT DEFENSE PROGRAM PAYMENT VOUCHER FOR EXPERTS

GENERAL INFORMATION

This form is for any expert hired by public defenders, conflict attorneys or appointed by the courts.

PROVIDER NAME AND ADDRESS	CASE AND CLIENT INFORMATION
Name:	Client Name:
Address:	Case Number:
Address:	Violation Section:
City/State/Zip:	
Phone Number:	
Email Address:	

Date Appointed:	By Judge:
Name of Attorney:	<input type="checkbox"/> or in Pro Per

TYPE OF SERVICE

<input type="checkbox"/> Investigator	<input type="checkbox"/> Expert	<input type="checkbox"/> Other—specify:
Hourly Rate \$	Maximum Amount Authorized \$	

Please attach

1. Court Order or Court Minutes
 - a. Claims for routine psychological evaluations may attach Letter of Psychological Appointment in Lieu of court order
2. Detailed invoice in accordance with the guidelines on page 2 of this form
 - a. Backup documentation for invoice, i.e. copies of receipts, etc.

I DECLARE UNDER PENALTY OF PERJURY THE FOREGOING AND ANY ATTACHMENTS HERETO ARE AN ACCURATE STATEMENT OF SERVICES RENDERED IN THIS CASE.

Signature of Provider _____ Date _____

ATTORNEY APPROVAL (Or Judges for Pro Per Cases) – Blue Ink Only

Fees/Expenses authorized in the sum of \$ _____
Signature of Attorney (Or Judge for Pro Per Cases)– Blue Ink _____ Date _____

FOR COUNTY USE ONLY

Verified by:	For \$:
Notes:	

INSTRUCTIONS

PLACER COUNTY INDIGENT DEFENSE PROGRAM PAYMENT VOUCHER FOR EXPERTS

Successful payment processing requires that the payment voucher form be complete, signed by the claimant and signed by the defense attorney assigned to the case.

Required Documents:

1. Completed Payment Voucher Form

- A. An incomplete voucher form may be rejected.

2. Tax ID Forms:

- A. If a provider has been assigned a county supplier number (supplier number is on the County check stub), skip to item #3.
- B. If a provider needs a county supplier number assigned, complete the IRS Form W-9 (Request for Taxpayer Identification Number and Certification) and a Form 590 (Withholding Exemption Certificate).
- C. 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 required to complete and submit a California Form 587 (Nonresident Withholding Allocation Worksheet), or Form 588 (Withholding Waiver Request). These forms are downloadable from IRS and California Franchise Tax Board websites.

3. Invoice

Invoices for services must be on provider letterhead and include the following detail:

- Name of provider, mailing address, phone # and email address
- 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:
 - o Interviews and conferences with client
 - o Witness interviews
 - o Consultation with investigators and experts
 - o Obtaining and reviewing the court record
 - o Obtaining and reviewing documents and other evidence
 - o Legal research and writing
 - o *Mileage expense per IRS rate at time of service
 - o Other work

*Travel time is not allowable unless the court has expressly authorized it in writing. Due to the nature of the work, investigators and interpreters may bill for reasonable travel time and mileage costs.

4. Court Order or Minute Order (with the exception of routine psychological evaluations)

- Psychologists performing routine Psychological Evaluations must include copy of the LOPA (Letter of Psychological Evaluation)
- Psychologists performing miscellaneous defense work such as testimony, etc. will be required to submit a court order or court minutes specific to services rendered and maximum amount of funding available
- All other Experts, Investigators and Interpreters must include a copy of the court order or court minutes specific to services rendered and maximum amount of funding available

Mail completed packet of required documents to the attorney defending the case, who will then forward to the County.

Attorney mail signed form to:
Placer County Executive Office,
ATTN: Indigent Defense Program,
175 Fulweiler Avenue,
Auburn CA 95603

***Pro Per Cases** require judges signature in lieu of attorney signature, please forward completed voucher to the Superior Court where the judge presiding over the case will sign the voucher and forward it to the Placer County Executive Office for payment processing. Placer County Superior Court, Fiscal Services Division, PO Box 619072, Roseville CA 95661-9072

If you have any questions about this form or your payment, please contact the Placer County Executive Office, Indigent Defense Program: 530-889-4030 or email: indigentdefense@placer.ca.gov

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