



# PLACER COUNTY 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
<b>Name:</b>	<b>Client Name:</b>
<b>Address:</b>	<b>Case Number:</b>
<b>Address:</b>	<b>Violation Section:</b>
<b>City/State/Zip:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

<b>Date Appointed:</b>	<b>By Judge:</b>
<b>Name of Attorney:</b>	<input type="checkbox"/> or in Pro Per
<input type="checkbox"/> Investigator	<input type="checkbox"/> Expert
<input type="checkbox"/> Other—specify:	
Hourly Rate \$	Maximum Amount Authorized \$
<p><b>Please attach</b></p> <ol style="list-style-type: none"> <li>Court Order or Court Minutes       <ol style="list-style-type: none"> <li>Claims for routine psychological evaluations may attach Letter of Psychological Appointment in Lieu of court order</li> </ol> </li> <li>Detailed invoice in accordance with the guidelines on page 2 of this form       <ol style="list-style-type: none"> <li>Backup documentation for invoice, i.e. copies of receipts, etc.</li> </ol> </li> </ol>	

**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)

Fees/Expenses authorized in the sum of \$ _____
Signature of Attorney (or Judge for Pro Per Cases) _____ 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. Voucher must be completely filled out, reviewed and signed by Attorney (or Judge in Pro Per case).
  - 1. Voucher is not required for routine Psychological Evaluations accompanied by a Letter of Psychological Appointment (LOPA). Psychologists performing miscellaneous defense work such as Testimony, etc. will be required to submit a completed Voucher form.
- B. 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.

**Please EMAIL your completed Expert Voucher packet of required documents to the  
County of Placer [indigentdefense@placer.ca.gov](mailto:indigentdefense@placer.ca.gov)**

Alternatively, for requestors without email access, please mail your completed packet of required documents to County of Placer at **Placer County Executive Office, Attn: Indigent Defense Program, 175 Fulweiler Ave, Auburn, CA 95603.**

**Expert Payment** Vouchers must be submitted to the County of Placer for processing. All Expert Payment Vouchers must be signed by the attorney prior to submitting for payment.

**Pro Per Case** Vouchers must be submitted to the County of Placer for processing. The County will forward all claims to Superior Court of California for review and approval prior to processing for payment.

**Incomplete payment voucher packets** that are missing required information will be returned to the requestor and will need to be resubmitted.

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](mailto:indigentdefense@placer.ca.gov).

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