

County of San Luis Obispo

COUNTY GOVERNMENT CENTER, RM. D430 • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5011



October 19, 2016

Court Appointed Public Defender Reimbursement Claims

Guidelines for Submitting Invoices to the County Administrative Office

These guidelines govern claims submitted to reimburse attorneys appointed by the court to serve as a public defender. Please direct any questions regarding these guidelines to the County Administrative Office at 805-781-5011 or 1055 Monterey Street, RM D430, San Luis Obispo, CA 93408.

Submitting a Claim:

1. Refer to the document *Attachment A - Responsibility for Payment of Appointed Attorneys* on the county's website to determine:
 - a. Reimbursement rates based on the type of case, and
 - b. Whether the County of San Luis Obispo or the Superior Court is responsible for reimbursement.
2. If the county is responsible for reimbursement, use the *County Payment Request Form* on the county website to send the claim to 1055 Monterey Street, RM D430, San Luis Obispo, CA 93408.

What to Include in the Claim:

3. All claims must include the following information:
 - a. Vendor name and address (telephone number is helpful)
 - b. Date of claim
 - c. Case number
 - d. Defendant name (Last, First, Middle)
 - e. Date(s) of service
 - f. Itemized description of services and hours
 - g. Dollar amount claimed for each date and item
 - h. Total hours
 - i. Total dollar amount claimed
 - j. Attorney signature authorizing claim

4. Include a current W-9 if you do not already have one on file with the County of San Luis Obispo. Payments cannot be processed without a W-9.
5. Include in any court orders authorizing the expenditure(s) claimed for reimbursement. Claims for reimbursement not authorized by a court order will be reviewed by the court before the county will make payment. The county will not pay claimed items that are not authorized by the court.
6. Note that the county does not reimburse attorney expense for the following items:
 - a. Filing fees
 - b. Postage
 - c. Recordings
 - d. Photocopies
 - e. Mileage (except for witnesses)

Processing Time for Reimbursement Claims:

7. Claims must be received in the County Administrative Office by the 9th of each month to be included in the monthly packet sent to the court for review and authorization. If the 9th falls on a weekend, claims are due the following Monday.
8. Processing time for reimbursement claims is generally about two to three weeks following submittal to the court.
9. Claims approved by the courts are processed by the county for payment.

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