SUPERIOR COURT OF CALIFORNIA
COUNTY OF AMADOR

APPOINTED SERVICES FEE & EXPENSE SCHEDULE

EFFECTIVE: 11/1/2024

I. Introduction

The Appointed Services Fee & Expense Schedule establishes uniform billing practices for the County of Amador, the Superior Court of Amador County and private attorneys appointed by the Court to represent indigent criminal defendants in adult criminal proceedings, and professional services providers approved by the Court.

II. Fee & Expense Schedule

Appointment	**Rate**	
Appointed Attorneys-criminal matters	$95.00 per hour (updated 12/20/22)	
Private Investigator Services for Pro Per litigants pursuant to PC 987.2		
Non-Mule Creek Cases	$70.00 per hour	Prior court approval required
Mule Creek cases	$70.00 per hour	Prior court approval required
Legal Runners	$* See below	Prior court approval required
Mileage Reimbursement Rate	Refer to the Current IRS Mileage Rate schedule *(The current rate is .67 cents per mile)*	

Legal runners *shall be paid the prevailing state minimum wage plus the amount equivalent to the applicable Federal self-employment tax, plus mileage at the court's authorized mileage reimbursement rate.*

III. Billing Guidelines

A. Terms and Conditions

1. The Court and the County reserve the right to review all bills for accuracy and accountability

2. The Court will carefully review all submissions and claims for ancillary services for indigent defendants and the Presiding Judge, or his/her designee, will grant or deny requests on a case by case basis. The Court will deny any expense not previously approved by the Presiding Judge or his/her designee for submissions of claims by indigent defendants.

3. Attorneys will bill for actual time only, rounded up to the nearest tenth of an hour (.10). Double or multiple billings will not be tolerated. *For example, if an attorney is called to court for an appointment to represent a client who has one new file and one probation violation file; the attorney will bill for the actual time to accept the appointment and review each file, and not one hour for each file, assuming the total time spent on review of both files was one hour.*

4. The Court expects attorneys will bill for attorney work only and use investigators for investigative work only. For example, investigator work includes, but is not limited to: arranging clothes/dress out for client for jury trial; coordinating witnesses' presence at hearings; serving subpoenas; interviewing witnesses, etc. The Court reserves the right to reduce the rate on attorney bills from the attorney rate to the investigator rate for investigator type work performed by the attorney.

5. Clerical/administrative work will not be billed to the County. For example, such work includes, but is not limited to: filing, copying, scheduling, opening/closing case in your own computer system, or transcribing.

6. Paralegal services must be performed under the direction and supervision of an active member of the State Bar of California consistent with the Business and Professions Code § 6450. et seq.

7. If an individual serves more than 10 papers a year they are required to be registered in the county they serve in. Registration is **statewide** and applicants must be a resident of the State of California for one year immediately **preceding filing**. Every applicant is required to post a bond or cash deposit pursuant to the State of California guidelines.

B. Submission of Claims to Court

1. A completed, signed and dated mandatory Amador Court Local Form "Court-Appointed Attorney Claim Form" or "Professional Services Claim Form" and the following information should be attached behind your claim form:
    a. Itemized invoice.
    b. Original receipts and proof for any court-approved activity.
    c. For all Professional Services Claims: A copy of order authorizing the service/funds is also required.

2. Claims can be mailed or hand delivered to Amador Superior Court, 500 Argonaut Lane, Jackson, Ca 95642

3. Second and subsequent Professional Services invoices <u>on same authorizing order</u> must include a total of amount of money previously approved and already paid or owing from the County.

4. All Attorney Claim Forms shall be marked as to whether they are Interim or Final submissions.

5. Attorneys are to list multiple cases for same defendant on one claim request, indicating which case is the lead case.

C. Reimbursable Costs

Reimbursable costs are as outlined in Amador Court's Penal Code §987.2 Appointed Service and Expenditure Rules, Funding Application and Payment Procedures.

D. Regularity of Billing:

1. Attorney billing should be done on a monthly basis.

2. Upon completion of the case, final billing should be submitted within thirty (30) days

3. Invoices submitted after 60 days will risk non-payment and should be accompanied by a letter explaining the reason(s) for the delay.

4. All Attorney Claim Forms shall be marked as to whether they are Interim or Final submissions.