



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF VENTURA**

**APPOINTED SERVICES FEE & EXPENSE SCHEDULE
JUVENILE CASES**

The Appointed Services Fee & Expense Schedule – Juvenile Cases establishes uniform billing practices for the County of Ventura (County), the Superior Court of Ventura County (Court) and private attorneys appointed by the Court to represent indigent juveniles.

Fee & Expense Schedule

<u>Attorney Rates</u>	\$228 per hour	
<u>Private Investigators</u>	\$100.00 per hour	Prior Court approval on number of hours
<u>Paralegal</u>	\$75.00 per hour	Prior Court approval on number of hours
<u>Out of County Mileage Reimbursement Rate</u>	Per Current IRS rate	Prior Court approval for travel

***If appointed counsel seeks compensation(s) at higher hourly rate(s) than stated above, counsel must file a declaration justifying that such services are “necessary” to render legally adequate defense services. The assigned judicial officer may approve or deny the request within their discretion.**

Billing Guidelines

A. TERMS AND CONDITIONS

1. The Court expects that attorneys will bill for attorney work only and use investigators for investigative work. For example, investigator work includes, but is not limited to:; coordinating witnesses’ presence at hearings; serving subpoenas; interviewing witnesses; arranging clothes for client for jury trial, 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.
2. Clerical/administrative work is not reimbursable. For example, such work includes, but is not limited to: filing, copying, scheduling, or transcribing.
3. Attorneys are to bill for actual time only, rounded up to the nearest tenth of an hour (.10). Billing can also be calculated by the quarter or half hour, if appropriate. Double or multiple billing is unacceptable. 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. There will be no “bundling of services,” and therefore each legal task must be itemized. Attorneys should not list multiple activities under one billing time allotment.
5. The Court and the County reserve the right to review all bills for accuracy and accountability.
6. The Court will carefully review all claims and the assigned judicial officer may reduce or deny any amounts deemed to be excessive.
7. Requests for auxiliary defense services and fees must describe the work needed; the hourly rate requested, and the estimated number of hours to complete. The Court reserves the right to reduce the requested total amount.
8. Any requests for payment of auxiliary defense services already performed yet not previously requested or approved will be denied absent unusual and exigent circumstances.
9. Services billed must be performed by persons authorized by the Court. To avoid delay in processing and payment the proposed appointment order should state the law firm name and or the attorney names that will perform work on the matter. Work shall not be sub-contracted out without prior Court approval.
10. Travel time outside the County requires pre-approval by the Court, and actual expenses will be reimbursed according to current IRS rates and County policy.

B. SUBMISSION OF CLAIMS TO COURT

1. A completed, signed and dated “Court-Appointed Claim Form” and the following information should be included with your submission:
 - a. Vendor invoice.
 - b. Original receipts and proof for any court-approved activity.
 - c. Court order describing the person or firm appointed to the case.
2. Claims can be mailed or hand delivered to Ventura Superior Court - Fiscal Services, 800 South Victoria Avenue, P.O. Box 6489, Ventura, CA 93006-6489
3. Forms required to process invoices can be emailed to the assigned attorney. Contact courtinvoices@ventura.courts.ca.gov
 - a. Ventura County Court-Appointed Claim Form to request payment (Required)
 - b. A sample completed Ventura County Court-Appointed Claim Form

- c. W9 Vendor Registration Form (Required if you are a new vendor in the County Auditor's system. If in doubt, submit this form.)
- d. A sample invoice listing services performed
- e. Vendor Claim Packet Check List

C. REQUIRED SUPPORTING DETAIL FOR VENDOR INVOICES

- 1. Vendor's name, Defendant's name, court case number, invoice date, total amount billed.
- 2. Service description in sufficient detail to determine the nature of the activity, such as:
 - a. Month, day, year, number of hours(s), and charge per hour for each service claimed.
 - b. Name and title of person performing the service.
- 3. Do not use acronyms unless defined on invoice.
- 4. Second and subsequent invoices must include a total of cumulative hours and services previously rendered and the amount already paid or owing from the County.
- 5. Court-approved mileage costs are for travel outside of Ventura County. The current mileage rate is set according to IRS standards and subject to change periodically. Out of county mileage claims must be supported by an Internet based mapping printout showing actual miles driven.

D. NON-REIMBURSABLE COSTS

The County will NOT reimburse the following costs:

- 1. Telephone charges.
- 2. Clerical/administrative or messenger services.
- 3. Postage, Fax charges or office supplies.
- 4. Mileage for travel within Ventura County.
- 5. Photocopy expenses.
- 6. Work or activity not authorized by the Court or performed by a person not authorized by a court order.

E. SUBMITTING INVOICES

Invoices should be submitted every 90 days of work.

F. FINAL BILLINGS

1. Upon completion of the case, final billing should be submitted within thirty (30) days; however, counsel will have up to ninety (90) days to submit their final invoices.
2. Invoices submitted after 90 days will risk non-payment and should be accompanied by a letter explaining the reason(s) for the delay.
3. For purposes of fiscal year accounting, counsel are urged to submit any invoices or bills for services provided within the fiscal year ending June 30 as soon as possible and in no event later than July 10th.
4. All final bills must state "FINAL INVOICE" when submitted.