

ATTORNEY

Reimbursement of Fees and Expenses

For reimbursement of fees and expenses, attorneys must submit a *Payment Request Form* to the OCAC office. All *Payment Request Forms* must be accompanied by **TYPED** time sheets that list all billed activities in chronological order. The time sheets must itemize the following: attorney time, travel time, mileage and expenses. Each itemized entry must also include the date (month, day, and year) of occurrence. Out-of-pocket expenses (copying, postage) must be accompanied with receipts or notarized affidavit.

If the total payment request exceeds the maximum stated in the Pima County Guidelines, court approval must be attached.

FEES

Billable time does not include time spent on the following:

- 1) completion of Payment Request Forms
- 2) office overhead (receptionist taking phone messages)
- 3) law clerk or administrative time

EXPENSES

Receipts or a notarized affidavit must be submitted for all expenses, including in-house photocopies, long distance calls and collect calls from jail.

Mileage is reimbursed at the state rate of .375 per mile or the current County rate. The actual number of miles must be specified. A receipt is not required.

Copy charges will be reimbursed at the state rate of .10 per page or at actual cost. The number of copies must be specified. A receipt from the vendor must be attached if the rate per page exceeds .10.

Fax charges will not be reimbursed.

Parking fees will not be reimbursed.

Delivery and express mail charges will not be reimbursed unless the case is on appeal. If these costs are incurred in an appeal, they are reimbursable with a receipt.