

PARALEGAL **General Procedures**

Reimbursement of Fees and Expenses

Payment Request

To be paid for fees and expenses paralegals must submit a Payment Request packet to the Court Appointed Attorney. The attorney will review the bill Attorney will review the billing and certify that the hours billed are reasonable and were expended in the defense of the assigned contract case. Attorney will forward the billing to OCAC for payment.

This packet must include the following **three** items:

- 1) A completed Payment Request Form
- 2) **TYPED** time sheets, listing all billed activities in chronological order. Each itemized entry must include a description of services performed, the number of hours billed, and the date (month, day, and year) of occurrence. Other out-of-pocket expenses (copying, postage) must be accompanied with receipts or notarized affidavits.
- 3) The latest copy of the authorization/court order that shows the total funding approved. If the total payment request exceeds the maximum limit as set by OCAC or the Court, the paralegal will **not** be paid!

The **attorney** must petition the court for additional funds. It is our recommendation that paralegals do **not** do any work unless the funding has been authorized and you have a copy in hand. It is the responsibility of the attorney to request additional funds. It is the responsibility of the paralegal to keep track of the hours and notify the attorney, *in advance*, when the funding is running out. Work done without proper authorization will result in delayed payment.

FEES

Billable time does not include time spent on the following:

- 1) filling out Payment Request Forms
- 2) typing justification letters for excess fees
- 3) time spent in trial (unless specifically approved by the Court)

EXPENSES

Receipts or a notarized affidavit must be submitted for all expenses, including in-house photocopies, long distance calls and collect calls from jail. Expenses must be itemized. The itemization should include the amount of each expense and the reason for it.

Mileage is reimbursed at the state rate of .375 per mile or 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.

Costs for office expenses, i.e. tapes, binders, etc. will not be paid.