

## COURT APPOINTED ATTORNEYS

RE: Court Appointed Fee Forms

1. Please type or print clearly.
2. Please give your full address
3. Please fill out the form completely, i.e. offense, ORC, code disposition, SSN/Tax ID, and breakdown of time. If you prefer not to use your social security number or Federal Tax ID number, please submit the verification form with your motion and entry each time. Additionally, if there is more than one case involved, please list all case numbers on one form only.  
\$60.00 per hour - In Court fee  
\$50.00 per hour - Out of Court fee
4. Please sign your name.
5. Please attach the financial disclosure Indigency Affidavit (OPD-206R) to the fee form. Please make every effort to obtain the defendant's signature on the indigent form.  
**THIS IS REQUIRED BY THE OHIO PUBLIC DEFENDER'S OFFICE.**
6. When making copies of the fee form, please do not cut off the bottom of the first page. This is used by the Auditor's office when recording payment.
7. Please remember, you do not get paid for travel time back and forth from the Court to the Jail. Only extraordinary travel such as to prisons, depositions in other counties, etc. must be approved by the Court prior to travel.
8. All fee forms, when completed, are to be brought to the Common Pleas Building, and given to Pam Sturgill (formerly McCoy) within (30) days of the sentencing or final disposition. **The only exception is Court of Appeals cases, which are to be sent directly to the Court of Appeals by the appointed attorney for signature there.** Please DO NOT take the forms to the individual Judge that handled the case. All forms are to be given to Pam Sturgill's for processing.
9. In addition, the Court would ask that you make contact with the defendant in a reasonable amount of time and remember to report to the client after each hearing.
10. Please furnish proof of malpractice insurance.
11. Submit a completed W9 form to the Court.
12. PLEASE FOLLOW THESE REQUESTS OR THERE COULD BE A DELAY IN PROCESSING THE FEE FORM AND THIS MAY CAUSE YOUR FEE TO BE CUT IN HALF.

Rev. January 2018