

## Court Appointed Public Defender Reimbursement Claims

The following guidelines govern claims submitted to reimburse attorneys appointed by the Court that serve as a public defender.

All general claim forms and documentation should be submitted to:

Yuba County Superior Court  
215 5<sup>th</sup> Street  
Marysville, CA 95901

Please direct any questions regarding these guidelines to:

Yuba County Administrator's Office  
915 8<sup>th</sup> Street, Suite 115  
Marysville, CA 95901 Tel: 530-749-7575

### **Submitting a Claim:**

1. Refer to the responsibility for payment of appointed attorneys document to determine reimbursement rates based on the type of case.
2. For reimbursement, please ensure the most recent Yuba County General Claim Form is being used.
3. Include a current W-9 with your reimbursement packet if you do not already have one on file with the County of Yuba. Payments cannot be processed without a W-9 Request for Taxpayer Identification Number and Certification.
4. Submit the Yuba County general claim form and documentation to the Yuba County Superior Court at 215 5<sup>th</sup> Street, Marysville, CA 95901.

### **What to Include in the Claim:**

1. All claim forms must include the following information – see example:
  - Vendor name and address of where payment should be remitted
  - Date of claim
  - Defendant name and case number
  - Hourly dollar amount being charged (please reference fee schedule)
  - Total Number of hours being charged
  - Total dollar amount claimed
  - Attorney signature authorizing claim
2. Itemized invoice reflecting hours worked and a description of the services provided to the client/case.
3. Court orders authorizing the expenditure(s) claimed for reimbursement such as Clerk's Minutes are required upon submission. The County will not pay for claimed items that are not authorized by the Court.



4. Note that the county does not reimburse attorney expense for the following items:
  - Filing fees
  - Postage
  - Recordings
  - Photocopies (except printing of briefs on appeal per Govt. Code §22709)
  - Mileage (except for witnesses)
  - Administrative fees
5. Please ensure all claims are submitted in a timely manner and hours billed are within the current fiscal year (July 1st – June 30th). Any claims submitted in the prior fiscal year are subject to review and will delay the payment remittance process.



## Frequently Asked Questions

**Q: Can I submit my claim prior to the case closing?**

Yes, please submit claims periodically even if the case is not closed. We ask that all claims within the current fiscal year (July 1st – June 30th) be submitted to the courts on or before June 30<sup>th</sup>.

**Q: Where do I submit my claim to?**

All general claim forms and documentation should be submitted to:  
Yuba County Superior Court  
215 5<sup>th</sup> Street  
Marysville, CA 95901

**Q: I have a case I worked on in both June and July. Can I bill for the two fiscal years on one invoice?**

No, you will submit two separate forms for the billable hours that fell within the corresponding fiscal years. If your claim is going to cross fiscal years (July 1st – June 30th), please submit current billing hours prior to June 30th. Claims can be submitted on an ongoing basis.

**Q: Can I submit multiple cases on one general claim form?**

Please use a separate general claim form for each case you are billing for.

**Q: Who will I receive a check from once my claim has been processed and how long will it take?**

Once the courts review your claim, the documentation will be forwarded to the Yuba County Counsel and County Administrator's Office for review. The claim will then be forwarded to the Auditor Controller's Office for payment. This internal process typically takes less than 30 days.

