

## Yuba County Contracted Public Defender Invoice Guidelines

The following guidelines are for Yuba County contracted attorneys that serve as a public defender.

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: 530-749-7574

### **Submitting an Invoice:**

1. Please refer to your contract for monthly payment amount and deadline of when to submit invoice. All invoices must be accompanied by your monthly report.
2. Include a current W-9 with your first invoice 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.
3. All reports, invoices and supporting documentation for the contract may be submitted electronically to [caostaff@co.yuba.ca.us](mailto:caostaff@co.yuba.ca.us) or by mail to:

Yuba County Administrator's Office  
915 8<sup>th</sup> Street, Suite 115  
Marysville, CA 95901

### **What to Include in Your Statistics:**

- Number of new assignments or appointments
- Number of cases closed
- Total number of open cases
- Number of conflicts during the month
- If conflicted out, please provide case numbers and brief reasoning

