# Bar Association of San Francisco Lawyer Referral and Information Service Indigent Defense Administration Program

# **IDA Billing Forms – Instructions**

Please read these instructions carefully before using the Acrobat (\*.pdf) versions of the Criminal and Juvenile Delinquency Attorney and Investigator billing forms.

As with prior versions of these billing forms, you will find that they consist of three basic parts: (1) the Order for Fees, (2) the Fee Worksheet, and (3) the Expenses Worksheet.

### I. Completing the Order for Attorney or Investigator Fees.

The fields on this form are not substantially different from the forms you have been using and the information requested should be familiar to you. However, you will notice that you are not permitted to input any of the calculable fields on the order other than hourly rate and previous billings.

NOTE: To ensure accurate calculations on the form, you should enter the hourly rate on the form AFTER all of the billing entries have been entered on your worksheet(s). Fill out all of your billing entries on the worksheet(s) (Part II, below), then return to the first page and enter your hourly rate in the appropriate box.

ORDER FOR PAYMENT OF COM	IA, COUNTY OF SAN FRANCISCO PENSATION IN CRIMINAL CASE		
EOPLE OF THE STATE OF CALIFORNIA v.	MCN: SCN:		
	ORDER FOR ATTORNEY FEES		
ursuant to PC §987(a) and 987.2, an order of appointme	ent was made by Indee		
n in Dept, the attorney named below et forth in the attached worksheet.			
he Court made a finding that the Public Defender prope ollowing reason(s) (check all that apply)			
Conflict of Interest			
IPD unavailable (reason other than conflict of interest):			
Other (reason):			
The court finds that the attorney did perform work and i	s entitled to commencetion as follows:		
Total			
Heurly			
Compensation in the s			
	0.00		
Necessary expenses due Am			
TOTAL now payable to Am Previous total billings to the Court for thi			
finclude previous billings during W&I 5707 proceed			
he Court orders that a warmen be drawn by the Controll lity and County of Sm Francisco in favor of the followi intonney Name: dddress hose Tr	=g ·		
Offenses charged (cite code sections).			
ist up to five major offenses charged, a order of severity of offense:			
	Penalty ☐ Misd. Appeal		

Based on your worksheet entries, the Order for Fees form will calculate total hours, total expenses, and the total payable to the attorney or investigator.

## II. Completing the Attorney or Investigator Fee Worksheet.

You may enter between 22 and 24 billing entries on each worksheet, depending on whether you are entering data into an attorney or investigator worksheet.

Determine in advance how many billing entries you require and select a version of the billing form with enough worksheets to accept all of your entries.

Keep in mind that some longer task explanations may take more than one line on a worksheet and you will need to make allowance for that when selecting how many worksheets you will need.

Enter the date in the "mm/dd/yy" format (e.g., "12/31/03" or "1/05/04"), including the slashes.

Each colum	an must be or	ompleted fo	r each entry. 1	EE WORKSHEET  The explanation column should include the names of oject matter. Attorneys must also provide the actual
times and d	lepartment m trees (.25 or	umber relat	ed to any in-co	art appearances. All hours should be listed in tenths
If reviewir	-		st number of p	oages reviewed.
DATE	IN-COUR	IN-COURT TIME		DEPARTMENT and/or EXPLANATION of TASK
(mm/dd/yy)	FROM	TO	BILLED	
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Enter in-court time in the "hh:mm" format and "am" or "pm" (e.g., "10:00 am" or "2:00 pm").

### III. Completing the Attorney or Investigator Expenses Worksheet.

Use this worksheet only if you are requesting reimbursement for necessary expenses. Do not include expert and/or investigator fees on this worksheet.

Amounts that you enter onto this worksheet will be totaled and included automatically on the Order for Fees.

Include receipts for items that in the aggregate are in excess of \$20.00. Also include the original or file-stamped court order with supporting declaration for all extraordinary expenses for which you seek reimbursement.

SAN FRANCISCO SUPERIOR COURT This from must be filled our and strated QUITY you see requesting absolutements for expenses. By returning this form, the structury courtee fact that following massies were separable for expenses. By returning this form, the structury courtee fact that following massies were separable for expenses. By returning the form, the structury court and the Extraordinary expenses will make be related used in the shause of a court order.  The structure of the				
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			1	
TOTAL		0.00	1	
Additional comments that may assist t	he court:		_	
			_	
			=	
			_	
BASF-IDA 12/1/03 Attempty Billing Form -	Criminal			

## IV. E-mailing completed billing forms to IDA.

When the billing form is complete, please combine all attachments into A SINGLE file, and send to the following electronic mailing address:



## V. Saving your data.

For your own records, you are required to keep a paper copy of any bills you submit to IDA. You will not be able to save data entered into these forms to your PC with the free version of Acrobat Reader. If you already have the Adobe Standard Edition or Adobe Professional Edition, you will be able to save data you have entered as well as download and customize these forms in order to best suit your particular workflow requirements.