

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.



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO ORDER FOR PAYMENT OF COMPENSATION IN CRIMINAL CASE	
PEOPLE OF THE STATE OF CALIFORNIA v. _____	MCN: _____ SCN: _____
ORDER FOR ATTORNEY FEES	
Pursuant to PC 1987(a) and 987.2, an order of appointment was made by Judge _____ in Dept. _____ the attorney named below represented <input type="checkbox"/> Defendant <input type="checkbox"/> Witness on the day(s) set forth in the attached worksheets.	
The Court made a finding that the Public Defender properly refused to represent the person named for the following reason(s) (check all that apply):	
<input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Co-counsel <input type="checkbox"/> Waiver (attach motion) <input type="checkbox"/> §3960 <input type="checkbox"/> PC §1405 <input type="checkbox"/> Pub. Welf. § 707 Appl.	
<input type="checkbox"/> PD unavailable (attach other than conflict of interest): _____	
<input type="checkbox"/> Other (specify): _____	
The court finds that the attorney did perform work and is entitled to compensation as follows:	
Total Hours	0.00
Hourly Rate	
Compensation in the sum of	0.00
Less: 5% payable to the Association of San Francisco	0.00
Necessary expenses due Attorney	0.00
TOTAL now payable to Attorney	0.00
Previous total billings to the Court for this case (include previous billings done under 077 suspension)	
The Court orders that a warrant be drawn by the Controller upon the Treasurer from the General Fund of the City and County of San Francisco in favor of the following:	
Attorney Name: _____	Bar Number: _____
Address: _____	
Phone: _____	Tax ID: _____
Offenses charged (cite code sections). List up to five major offenses charged, in order of severity of offense.	
Billing rate: <input type="checkbox"/> Misd. <input type="checkbox"/> Reg. Fel. <input type="checkbox"/> Ser. Fel. <input type="checkbox"/> Death Penalty <input type="checkbox"/> Misd. Appeal	
Ser. Fel. class: <input type="checkbox"/> Non-Life <input type="checkbox"/> Life <input type="checkbox"/> LWOP	
MTR: <input type="checkbox"/> Misd. <input type="checkbox"/> Reg. Fel. <input type="checkbox"/> Ser. Fel.	
BARF IDA 12/03 Attorney Billing Form - Criminal	

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

IV. Sending completed billing forms to IDA.

When the billing form is complete, print, date and sign, and mail the signed original, together with any attachments, to the following address:

Indigent Defense Administration
Bar Association of San Francisco
301 Battery Street, 3rd Floor
San Francisco, CA 94111

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.