

**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 §987(a) and 987.2, an order of appointment was made by Judge \_\_\_\_\_ in Dept. \_\_\_\_\_ the attorney named below represented Defendant 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):  
Conflict of Interest Co-counsel\* Waiver (attach motion) §3960 PC §1405 Paw: Wal § 707 app.  
CPD unavailability (attach other than conflict of interest): \_\_\_\_\_  
Other (specify): \_\_\_\_\_

The court finds that the attorney did perform work and is entitled to compensation as follows:

Total Hours	0.00
Hourly Rate	0.00
Compensation in the sum of	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 WDA 077 proceedings)	0.00

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: Misd. Reg. Fel. Ser. Fel. Death Penalty Misd. Appeal  
 Fee: Fel. class: Non-Life Life LWOP MTR: Misd. Reg. Fel. Ser. Fel.

BAR/IDA 12/03 Attorney Billing Form - Criminal

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.



#### **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:

**IDAMail@sfbar.org**

#### **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.