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	PENNATION EN CREME CASE		
OPLE OF THE STATE OF CALIFORNIA v.	MCN: SCN: ORDER FOR ATTORNEY FEES		
ursuant to PC 5987(a) and 987.2, an order of appointm	nent was made by Indee		
n in Dept. , the attorney named belo	ow represented Defendant Dwitness on the day(
et forth in the attached worksheet.			
he Court made a finding that the Public Defender prop	narly refused to represent the person named for the		
sillowing reason(s) (check all that apply)			
Conflict of Interest	motion) □SB90 □PC §1405 □Prev. W&I § 707		
IPD unavailable (resson other than conflict of interest):			
Other (reason):			
he court finds that the attorney did perform work and	is entitled to compensation as follows:		
Tatal	Hours 0.00		
	ly Rate		
Compensation in the	sum of 0.00		
Less: 5% payable to the Bar Association of San Fire			
Necessary expenses due A			
TOTAL now payable to A	morney 0.00		
TOTAL now payable to As Previous total billings to the Court for th	his case		
TOTAL now payable to A: Previous total billings to the Court for th finclude previous billings during W&I 5707 process	is case dings)		
TOTAL now gravible to A. Previous total billings to the Court for the International States of Francisco States of the International States of	is case dimen Ber upon the Treasurer from the General Fund of the ing. Bar Number:		
TOTAL now payable to At Previous total lings to the Court for it (findular textions billing at the Court for it (findular textions billing attains WAT for necess las Court orders that a warnest be drawn by the Court (it) yand Court of San Francisco in favor of the follow internacy Names:	is case dimen Ber upon the Treasurer from the General Fund of the ing. Bar Number:		
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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.

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.

persons co times and (.10) or qu	an must be or stacted and/o separtment m arters (.25 or	empleted for a brief de amber relat .75) of an l	ATTORNEY F or each entry. T scription of self ed to any in-co	INIA, COUNTY OF SAN FRANCISCO TE WORKSHEET The explanation column should include the names of open matter. Atterance must also percise fine actual or spaperances. All hours should be listed in works page: reviewed.
DATE	IN-COURT TIME		TIME	DEPARTMENT and/or
(mm/dd/yy)	FROM	то	BILLED	EXPLANATION of TASK
	22.0.0			
	-			
BASF-IDA 12/1/	O Attorney Bil	line Frem - C	Siminal	Total billed this page: 0.00

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 ATTORNEY EXPENSES WORKSHEET This from must be filled our and strates d QULL'y one or seponing subsensesses for expenses. By returning this form, has necessary confess that the following massies were separable for expenses. To extension the form the necessary costs and do. Extraordinary expenses will make be reinfamed on the schools of cost or other. Extraordinary expenses will make be reinfamed in the schools of cost or other.					
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TOTAL		0.00	1		
Additional comments that may assist t	he court:		_		
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BASF-IDA 12/1/03 Attempty Billing Form -	Criminal				

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.