

## District Court Appointed Attorney Fee Processing Guidelines

The Court will not pay travel time; however, they will pay mileage for travel that does not constitute travel to District Court.

The attorney should present the court with a completed Attorney Fees Expense Claim Form upon disposition of the case but in no event more than 20 days after disposition of the case.

If a defendant will be receiving probation or Pre-Trial Diversion, appointed counsel will need to submit their request for payment two (2) business days before the Plea date to allow time for Larry Harbour or Sandra Hardy to make a recommendation for the attorney fees to be reimbursed to Denton County and entered in the judgment as a condition of probation. Pre-Trial Diversion requires an order for payment of attorney's fees be signed prior to Pre-Trial Diversion contract being entered so that defendant reimburses Denton County for court appointed attorney fees. Please submit bills for 431st District Court to Denise Spalding for review. **This is required.**

**The current authorized fees for District Court are as follows:**

**Attorney Rate**            **\$125/hour**

**Legal Assistant  
Rate**                    **\$65.00/hour**

**Investigator Rate**    **\$75.00/hour**  
\*\*Attorneys are required to file Motion to Appoint and Authorize Payment for Investigator and if an additional payment will be required a subsequent motion and order are required. We do check this.

**Mileage Rate**         **\$.54 cents/mile**

All attorneys appointed to complete an Appeal **are required to submit a copy of the BRIEF** with Attorney Fees Expense Claim Form.

Jail visits must be documented by the jail for each attorney visit if it is not then we will not consider that visit. \*\*Attorneys will have the ability to submit supporting documentation such as information for the other defendant they were visiting on the same day for those funds to be considered for payment.

Attorney office visits and phone calls will not be paid for basic family updates. This is being addressed per the published information indicating that court appointed attorneys are not required to talk to family members as discussed last year at the criminal defense bar. This is published at <http://dentoncounty.com/dept/forms/Why-does-the-court.pdf> . If a family member is being used as a witness in a trial then that must be designated for any billable hours for those funds to be considered for payment in criminal cases.

Itemized billing statements are to be submitted in triplicate. Please ***only submit the itemized billing statement*** for Larry Harbour or Sandra Hardy to make a recommendation then attach it to your billing invoice for the District Judge to consider.

Disputes regarding the amount of payment should be addressed to the designated District Court judge. If the case is unfiled, please see Larry Harbour or Sandra Hardy so that you can be directed to the appropriate judge.

Attorneys on appointment list are required to have an e-mail address and fax number on file with the Court. We need e-mail addresses. ***All attorneys are required to have their business address within Denton County and registered with the Texas State Bar for verification or attorney will be automatically removed from Felony Appointment List.*** We appreciate everyone's commitment to serve the citizens of Denton County.

If a defendant fails to appear [FTA] in a felony case and a Judgment Nisi is issued then ***appointed counsel can submit a bill for payment after the defendant has been missing for 30 days.*** A new application will be processed upon defendant's arrest.

A ***Remove Order*** will be entered for defendants once a letter of representation is filed to release court appointed counsel. A copy will be sent to appointed counsel to facilitate payment process.

SBH : 7-15-09; 1-27-10; 7-19-10; 10-13-10; 3-14-11; 5-13-11; 1-6-12 ;12-4-12; 4-3-13; 1-8-14; 9-15-14; 3-19-15; 4-10-15; 9-17-15; 1-6-16