

Non-Reimbursable Expenses

The SPD will not reimburse attorneys for these expenses.

Attorney time

1. Contact with the SPD on case appointment and other administrative issues

2. Work done prior to the date of appointment

3. Work done which is primarily administrative in nature such as:

- Preparing Subpoenas
- Copying/Printing/Scanning/Faxing
- Opening/Closing File
- Ordering Transcripts/records
- Opt-in/Electronic Registration
- Reviewing OAC
- Scheduling Jail/prison visits
- Picking up/Delivering Records
- Receiving Documents
- Communicating with JA/Clerk/Court Reporters
- Notice of Appearance/Retainer (OAC tells the court who the attorney is)
- Checking Vinelink
- CCAP/Checking Status of Case

4. Completion of all SPD forms (including all billing forms, expense requests, etc.)

5. Work done by an attorney other than the appointed attorney. *Except that an SPD-certified attorney may, with the client's consent, substitute at a routine appearance (i.e., no evidence taken, no testimony, no significant legal argument, and no disposition, including plea bargaining). In order to be reimbursed for the substitute attorney time, the time slip entry for the routine appearance must include the name of the attorney appearing as a substitute.

6. Uncompleted phone calls

7. Time spent appealing payment decisions

8. Time spent responding to a claim of ineffective assistance of counsel

Expenses

1. Office overhead, such as:

- In-office photocopying (except as noted above)
- Postage (except file transfer and appellate cases-Click [here](#) for forms)
- Administrative and paralegal time
- Basic phone service
- Faxing
- Duplication of the case file
- Bar Dues
- Malpractice insurance

- Legal Research/Subscriptions
- Jury Instructions
- CLE fees

2. Transcript preparation fees which are payable by the state or county (e.g. state appeals)

3. Process service fees without prior approval

4. Client transportation and costs to purchase clothing for clients

5. Costs associated with an appeal of our payment decisions

6. Costs associated with ineffective assistance of counsel claims against the attorney

7. Costs associated with late payment to an expert or investigator