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STATE OF NORTH CAROLINA**

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MEMORANDUM

To: Indigent Defense Attorneys, Public Defenders
Cc: District and Superior Court Judges, Clerks of Superior Court
Re: IDS Policies Governing Attorney Fee and Expense Applications in
Non-Capital Criminal and Non-Criminal Cases at the Trial Level
From: Office of Indigent Defense Services
Date: Updated December 8, 2009

Pursuant to G.S. 7A-454, G.S. 7A-458, and G.S. 7A-498.3(c), the Office of Indigent Defense Services (“IDS”) hereby adopts the following policies and procedures, which shall govern fee applications that are directed to district and superior court judges in indigent non-capital criminal and non-criminal cases at the trial level.

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I. Attorney Fee and Expense Applications

A. The Application Forms:

To seek compensation in any non-capital criminal or juvenile delinquency case that is finally disposed at the trial level on or after August 1, 2006 (or with an ending date of services this fee requested on or after August 1, 2006), the appointed attorney must submit one of the following two fee application forms to the presiding district or superior court judge:¹

- AOC-CR-225 (Non-Capital Criminal Case Trial Level Fee Application, Rev. 4/06): An attorney applicant must complete this form for payment in any non-capital criminal case at the trial level.
- AOC-J-411 (Juvenile Delinquency Trial Level Fee Application, New 4/06): An attorney applicant must complete this form for payment in any juvenile delinquency or undisciplined contempt case.

For cases disposed on or after August 1, 2006 (or with an ending date this fee requested on or after August 1, 2006), older versions of the fee application forms will not be accepted and will be returned unpaid. The forms are available at www.ncids.org.

To seek compensation in any non-criminal case that is finally disposed at the trial level on or after February 1, 2010 (or with an ending date of services this fee requested on or after February 1, 2010), the appointed attorney or guardian ad litem must submit the following fee application form to the presiding district or superior court judge:

- AOC-G-200 (Civil Case Trial Level Fee Application, Rev. 12/09): An attorney or guardian ad litem applicant must complete this form for payment in any civil proceeding, such as abuse/neglect/dependency, termination of parental rights, competency, commitment, and child support contempt cases.

For cases disposed on or after February 1, 2010 (or with an ending date this fee requested on or after February 1, 2010), older versions of the fee application form will not be accepted and will be returned unpaid. The form is available at www.ncids.org.

B. Fee Application Deadlines:

- Attorneys should consult IDS Rule 1.9(a)(1a) for deadlines on the submission of final fee applications in non-capital criminal and non-criminal cases at the trial level.
- For all cases finally disposed at the trial level before July 1, 2005, final attorney fee applications had to be signed by the appointed attorney and submitted to the trial judge by January 1, 2006.

¹ Applicants seeking compensation for representation in cases that began with a charge of first-degree murder or undesignated degree of murder at the trial level (except cases in which the defendant was under 18 years of age at the time of the offense), as well as in capital appeals or capital post-conviction cases, should complete form AOC-CR-425 (Rev. 4/06) and submit it directly to the IDS Office. See IDS Rule 2A.1(a). Applicants seeking compensation for representation in non-capital criminal or non-criminal appeals should complete form AOC-CR-426 (Rev. 4/06) and submit it directly to the IDS Office. Policies governing fee applications that are submitted directly to the IDS Office are available at www.ncids.org.

- For all cases finally disposed at the trial level on or after July 1, 2005, final attorney fee applications must be signed by the appointed attorney and submitted to the trial judge within no more than one year after the date on which the case was finally disposed at the trial level. A disposition of “voluntarily dismissed with leave” is a final disposition that triggers the one-year deadline.
- If a fee application was not submitted within the applicable deadline, the attorney may be eligible to apply to the IDS Director for a waiver of the deadline in accordance with IDS Rule 1.9(a)(1a) and IDS Policy, Extensions and Waivers of Appointed Attorney Fee Application Deadlines, *available at www.ncids.org*.

C. General Billing Principles:

- Attorney time must be tracked and reported in hours and tenths of an hour (6 minute increments).
- Attorney time must be reported on fee applications in decimals, not minutes. (For example, if an attorney is claiming one and a half hours on a case, he or she should report that time as 1.50 hours, not 1.30 hours.)
- Attorneys must report their total time claimed, as well as their total time broken down into time in court, time out of court, and time waiting. Time in court is time spent in a court proceeding before a presiding judge or clerk. Time out of court is time spent preparing the case, including negotiations with the prosecution or other opposing counsel, even if such activities take place at the courthouse. Time spent waiting in court is time during which the attorney must be present in court waiting for an appointed case to be called or heard, and the attorney is unable to use that time to conduct work on other cases.
- If an attorney seeks compensation for time spent waiting in court for multiple cases to be called or working on multiple cases simultaneously, the attorney’s time must be prorated among each of the cases involved. IDS Rule 1.9(a)(1a).
- Attorney time spent preparing a fee application is not compensable.
- Absent exceptional circumstances that warrant personal delivery, attorney time and expenses associated with traveling to a court in another county for the sole purpose of hand-delivering or filing a document are not compensable.
- If required by the presiding judge or local rule, an applicant should attach to his or her fee application an itemized billing record that provides sufficient detail regarding counsel’s services in the case to demonstrate that the claim for compensation is reasonable.

D. The Identity of the Attorney Applicant:

- The fee application forms require the attorney applicant to identify himself or herself as assigned counsel, public defender, or IDS contract counsel. (For civil cases, there is also an option for guardians ad litem.)
- Check the “assigned counsel” box *if*:
 - ✓ You are a private attorney and you are submitting one fee application for one client pursuant to an individual appointment to represent that person; or
 - ✓ You are a private attorney and you are submitting one fee application for several clients handled on a per session or per day basis pursuant to a fee arrangement that was pre-approved by IDS. In such circumstances, you should write “various clients” in the file number box and attach the court docket to the fee application.
- Check the “public defender” box *if*: You are a salaried state employee who works in one of the district public defender offices, and you are submitting the fee application solely for recoupment purposes (see Section IV. below).
- Check the “IDS contract counsel” box *if*: You are a private attorney who handled the case pursuant to a contract directly with the IDS Office, you are paid a set amount at regular intervals pursuant to the contract, and you are submitting the fee application solely for recoupment purposes (see Section IV. below).

E. Fee Applications Involving One Client with Multiple Cases:

- **General Rule:** If an attorney represents one client in multiple cases, and all of the cases are disposed of before the same Judge at the same time in the same court, the attorney should complete only one fee application for all of the cases.
- **Exception:** If an attorney was appointed to handle multiple cases involving the same client, and one or more of the cases arose out of a different transaction, was assigned to counsel at a different time, and was dismissed by the prosecution on the same day as the unrelated cases but *not* as part of a plea agreement in the unrelated cases, the attorney may complete a separate fee application for the dismissed case that arose out of a different transaction.
- **File Numbers:** If you are submitting one fee application for one client where there are multiple file numbers, you should report the lowest file number in the highest court in the box labeled “File No.,” and should report any other file numbers in the box labeled “Additional File Nos.”
- **Non-Capital Criminal Dispositions:**
 - ✓ In completing a fee application for one client with multiple cases, you should view all of the cases disposed of together as a unit when reporting the original charge and the most serious disposition.
 - ✓ If the defendant pled guilty before trial to the most serious original charge, the most serious disposition should be reported as “Guilty Plea Before Trial: Most Serious Original Charge,” regardless of the disposition of the less serious charges. Similarly, if the defendant was convicted at trial of the most serious original charge, the most serious disposition should be reported as “Trial: Guilty Most Serious Original Charge,” regardless of the disposition of the less serious charges.
 - ✓ If, on the other hand, the defendant pled guilty before trial to anything other than the most serious original charge, the most serious disposition should be reported as “Guilty Plea Before Trial: Other Offense.” For example, if you represented a client on a Class B and Class E felony, and both were disposed of together, the highest original charge should be reported as a Class B felony. If the Class B felony was dismissed, but the client pled guilty before trial to the Class E felony as charged, the most serious disposition should be reported as “Guilty Plea Before Trial: Other Offense.”
- **Juvenile Delinquency Resolution of Charges:**
 - ✓ In completing a fee application for one juvenile with multiple cases, you should view all of the cases disposed of together as a unit when reporting the original charge and the most serious resolution of charges.
 - ✓ If the juvenile admitted to the most serious original charge, the most serious disposition should be reported as “Admission: Most Serious Original Charge,” regardless of the disposition of the less serious charges. Similarly, if the juvenile was adjudicated delinquent of the most serious original charge, the most serious disposition should be reported as “Adjudicatory Hearing: Responsible—Most Serious Original Charge,” regardless of the disposition of the less serious charges.
 - ✓ If, on the other hand, the juvenile was adjudicated delinquent of an offense other than the most serious original charge, the most serious disposition should be reported as “Adjudicatory Hearing: Responsible—Other Offense.” For example, if you represented a juvenile on a Class C felony and a Class F felony, and both were disposed of together, the highest original charge should be reported as a Class C felony. If the juvenile was found not responsible for the Class C felony, but the juvenile was adjudicated responsible for the Class F felony, the most serious disposition should be reported as “Adjudicatory Hearing: Responsible—Other Offense.”

F. Grounds for Return: Non-Capital Criminal Case Fee Applications (AOC-CR-225, Rev. 4/06):

- All fee applications must be typed or printed legibly. Fee applications that are incomplete or illegible will be returned to the Clerk’s Office unpaid.

- Criminal fee applications that do not include the following information will be returned to the Clerk's Office for completion or clarification:
 - ✓ Court
 - ✓ County
 - ✓ File number(s) (if there are multiple file numbers, see Section I.E. above)
 - ✓ Name and address of indigent client
 - ✓ Social security number of indigent client or indication that s/he has no social security number (if you cannot determine the client's social security number after reasonable efforts, write "unknown")
 - ✓ Most serious original charge, including felony class (if applicable)
 - ✓ Most serious disposition
 - ✓ Most serious judgment and sentencing
 - ✓ Disposition date (if final fee)
 - ✓ Beginning and ending dates for services rendered (even if you are being paid pursuant to a flat fee schedule that has been pre-approved by IDS)
 - ✓ Prior total fees and expenses allowed by a judge in the case (if applicable)
 - ✓ Total time claimed, as well as total time broken down into time in court, time waiting, and time out of court (unless you are being paid pursuant to a flat fee schedule that has been pre-approved by IDS)
 - ✓ Expense information (if applicable); receipts are required for expenses that exceed \$25
 - ✓ The attorney's name, address, telephone number, and taxpayer identification number
 - ✓ The attorney's signature
 - ✓ The amount of fees and expenses allowed by the judge setting the fee
 - ✓ The name and signature of the judge setting the fee

G. Grounds for Return: Juvenile Delinquency Fee Applications (AOC-J-411, New 4/06):

- All fee applications must be typed or printed legibly. Fee applications that are incomplete or illegible will be returned to the Clerk's Office unpaid.
- Juvenile delinquency fee applications that do not include the following information will be returned to the Clerk's Office for completion or clarification:
 - ✓ County
 - ✓ File number(s) (if there are multiple file numbers, see Section I.E. above)
 - ✓ Name and address of indigent juvenile
 - ✓ Most serious original charge, including felony class (if applicable)
 - ✓ Most serious resolution of charges
 - ✓ Most serious disposition
 - ✓ Disposition date
 - ✓ Total time claimed, as well as total time broken down into time in court, time waiting, and time out of court (unless you are being paid pursuant to a flat fee schedule that has been approved by IDS)
 - ✓ Expense information (if applicable); receipts are required for expenses that exceed \$25
 - ✓ The attorney's name, address, telephone number, and taxpayer identification number
 - ✓ The attorney's signature
 - ✓ The amount of fees and expenses allowed by the judge setting the fee
 - ✓ The name and signature of the judge setting the fee

H. Grounds for Return: Civil Case Fee Applications (AOC-G-200, Rev. 12/09):

- All fee applications must be typed or printed legibly. Fee applications that are incomplete or illegible will be returned to the Clerk's Office unpaid.

- Civil fee applications that do not include the following information will be returned to the Clerk's Office for completion or clarification:
 - ✓ Court
 - ✓ County
 - ✓ File number(s) (if there are multiple file numbers, see Section I.E. above)
 - ✓ Name of indigent client
 - ✓ Original proceeding (appointed attorney or guardian ad litem section)
 - ✓ Most serious disposition (appointed attorney or guardian ad litem section)
 - ✓ Disposition date (if final fee)
 - ✓ Beginning and ending dates for services rendered (even if you are being paid pursuant to a flat fee schedule that has been pre-approved by IDS)
 - ✓ Prior total fees and expenses allowed by a judge in the case (if applicable)
 - ✓ Total time claimed, as well as total time broken down into time in court, time waiting, and time out of court (unless you are being paid pursuant to a flat fee schedule that has been approved by IDS)
 - ✓ Expense information (if applicable); receipts are required for expenses that exceed \$25
 - ✓ The attorney's or guardian ad litem's name, address, telephone number, and taxpayer identification number
 - ✓ The attorney's or guardian ad litem's signature
 - ✓ The amount of fees and expenses allowed by the judge setting the fee
 - ✓ The name and signature of the judge setting the fee

II. Standard Hourly Attorney Fees

A. Standard Hourly Rate:

- For all fee applications in non-capital criminal and non-criminal cases at the trial level that are signed by a judge before February 1, 2008, the standard hourly attorney fee is \$65 per hour. For all fee applications in non-capital criminal and non-criminal cases at the trial level that are signed by a judge on or after February 1, 2008, the standard hourly attorney fee will be \$75 per hour, regardless of whether the work was performed before that date. The only exception to that rule will be when a fee was set in open court at the \$65 hourly rate before February 1, 2008, but the fee application is not signed by the judge until on or after February 1, 2008. In such a case, the \$65 per hour fee that was set in open court will control, because that is the amount for which the defendant was given notice and an opportunity to be heard.
- Pursuant to IDS Rule 1.9(a)(1b) and (a)(2), judges are asked to review the hours claimed on each fee application and to approve or reduce those hours on line 1 in Section II. of the fee application forms. Judges should make that determination based on the factors normally considered in setting attorney fees, such as the nature of the case, the experience of the lawyer, and the effort and responsibility involved. Once the judge has approved a certain amount of time, the fee should be calculated by multiplying the hours approved by the applicable hourly rate—*i.e.*, \$65 for fee awards that are signed by a judge before February 1, 2008 or \$75 for fee awards that are signed by a judge on or after February 1, 2008.
- Fee awards that are not set at IDS' standard hourly rate for the approved amount of time (or a pre-approved alternative rate pursuant to II.B. below) will be returned to the judge who set the fee with a request that the amount be adjusted before payment is issued.

B. Deviations from the Standard Rate:

- Districts may utilize compensation systems other than IDS' standard hourly rate, such as per case fee schedules or per session rates, only with the prior written approval of the IDS Director. *See* IDS Rule 1.9(a)(5).

III. Reimbursable Expenses

The following case-related expenses are reimbursable if the judge setting the fee finds them to be necessary and reasonable. Attorneys may seek prior approval of expenses from a Judge before they are incurred.

A. In-State Travel:²

- **Mileage:** Mileage is reimbursable at the current state rate for out-of-county travel only. In-county travel is not reimbursable. For all fee applications submitted to a judge on or after February 16, 2009, the mileage rate is \$0.35 per mile.
- **Meals:** Meals are only reimbursable if there is an overnight stay and then in accordance with the current state authorized per diem, with one per diem per overnight stay. Receipts are not required. As of July 16, 2007, the in-state per diem is \$34. As of August 1, 2009, the in-state per diem will be \$35.15.
- **Lodging:** The actual cost of over-night lodging is reimbursable, not to exceed the current state authorized rate. The authorized rate is \$63.75 as of July 16, 2007. The authorized rate will be \$65.90 as of August 1, 2009. In addition, actual taxes incurred are reimbursable. A valid hotel receipt is required, and credit card receipts will not be accepted.

B. Out-Of-State Travel: *Attorneys are urged to obtain prior written approval from a Judge before incurring out-of-state travel expenses.*

- **Travel Costs:** Reasonable travel costs are reimbursable with receipts.
- **Meals:** Meals are only reimbursable if there is an overnight stay and then in accordance with the current state authorized per diem, with one per diem per overnight stay. Receipts are not required. As of July 16, 2007, the out-of-state per diem is \$36.25. As of August 1, 2009, the out-of-state per diem will be \$37.50.
- **Lodging:** The actual costs of over-night lodging is reimbursable, not to exceed the current state authorized rate. As of July 16, 2007, the authorized rate is up to \$75.50. As of August 1, 2009, the authorized rate will be up to \$78.05. In addition, actual taxes incurred are reimbursable. A valid hotel receipt is required, and credit card receipts will not be accepted.

C. Photo-Copying:

- In-house copying costs are reimbursable at a rate not to exceed \$0.10 per page for single-sided copies and \$0.16 per page for double-sided copies. The applicant must indicate the number of copies prepared, whether they were single or double-sided, and the price charged per page.
- The actual cost of out-of-house copies are reimbursable with a receipt, at a rate not to exceed \$0.10 per page for single-sided copies and \$0.16 per page for double-sided copies.

D. Facsimiles:

- The cost of sending facsimiles from a personal or office machine is reimbursable at a rate not to exceed \$0.05 per page.
- The actual cost of sending facsimiles from an outside machine, such as a hotel facsimile machine, is reimbursable with a receipt.

E. CDs/DVDs/Audiotapes:

- The cost of blank CDs, DVDs, or audiotapes is reimbursable at a rate not to exceed \$1.00 each.

F. Computerized Legal Research:

- The actual case-related costs of computerized legal research (*e.g.*, Lexis-Nexis and Westlaw) are reimbursable only if receipts are provided.

² Reimbursement rates for travel-related expenses are based on the current travel allowances for State employees. *See G.S. 138-6.*

- Courtsearch, NC 123, DMV and DOC searches, etc.: The actual case-related costs of any such computerized searches are reimbursable only if receipts are provided. If actual costs are not incurred, an attorney may be compensated for his or her time according to the hourly rate, but may not be compensated any amount per search.

G. Other Expenses:

- For all “other expenses” that cumulatively exceed \$25.00 (*e.g.*, parking, postage, film, etc.), an applicant must submit receipts or supporting documentation.
- Normal overhead expenses, such as case notebooks, paper, push pins, etc., are not reimbursable.

IV. Recoupment: Findings of Fact and Civil Judgments for Attorney Fees

A. Non-Capital Criminal Cases at the Trial Level (AOC-CR-225, Rev. 4/06):

- The back of form AOC-CR-225 is designed to facilitate the entry of civil judgments against a defendant who has been convicted or pled guilty or nolo contendere pursuant to G.S. 7A-455 (attorney fees) and G.S. 7A-455.1 (\$50 attorney appointment fee).³
- If the Judge signs Section IV. of form AOC-CR-225, and does not check any of the boxes in Section III. under Judgment #1 or Judgment #2, the Judge has entered judgments for the total amount of attorney fees and the \$50 attorney appointment fee.
- If the Judge determines that a judgment is not appropriate for attorney fees and/or the \$50 attorney appointment fee, the appropriate “opt out” box must be checked under Judgment #1 and/or Judgment #2.
- When completing this fee application, attorneys should provide the name, address, and social security number of the defendant at the top of form AOC-CR-225. (If an attorney cannot determine the client’s social security number after reasonable efforts, he or she should write “unknown.”)

B. Juvenile Delinquency Cases at the Trial Level (AOC-J-411, New 4/06):

- The back of form AOC-J-411 is designed to allow the Judge to enter a civil judgment against a responsible parent or guardian for the value of legal services provided to a juvenile in a delinquency proceeding or an undisciplined contempt proceeding.
- Pursuant to G.S. 7A-450.1 through -450.4 and G.S. 7B-2000, the Judge has discretionary authority to enter a judgment against a responsible person if the juvenile was adjudicated delinquent or held in contempt for failure to comply with an undisciplined order. In deciding whether to enter judgment, the Judge should consider the factors set forth in G.S. 7A-450.3.
- When completing this fee application, attorneys should provide the name, address, and social security number of any potentially responsible parent or guardian in Section III. of form AOC-J-411.

C. Civil Cases at the Trial Level (AOC-G-200, Rev. 12/09):

- The back of form AOC-G-200 is designed to allow the Judge to enter a civil judgment against either a respondent or a responsible parent or guardian in certain types of proceedings.
- Pursuant to G.S. 7A-450.1 through -450.4 and G.S. 7B-603, the Judge has discretionary authority to enter a civil judgment against the respondent for the value of attorney or guardian ad litem services provided to the respondent in the following types of cases: 1) abuse, neglect, or dependency cases in which the child was found to have been abused, neglected, or dependent; and 2) termination of parental rights proceedings in which the parent’s rights were terminated. In deciding whether to enter judgment against the respondent, the Judge should consider the factors set forth in G.S. 7A-450.3.

³ A separate memorandum has been distributed to court officials concerning the implementation of G.S. 7A-455.1, as revised by Session Law 2005-250, which provides for a \$50 attorney appointment fee in criminal cases.

- Pursuant to G.S. 7A-450.1 through -450.4 and G.S. 7B-603, the Judge also has discretionary authority to enter a civil judgment against a responsible parent or guardian for the value of attorney or guardian ad litem services provided to a juvenile in the following types of cases: 1) abuse, neglect, or dependency cases in which the child was found to have been abused, neglected, or dependent; and 2) termination of parental rights proceedings in which the parent's rights were terminated. In deciding whether to enter judgment against a responsible person, the Judge should consider the factors set forth in G.S. 7A-450.3.
- Finally, pursuant to G.S. 7A-455, the Judge may enter a civil judgment against a respondent who has been held in criminal contempt in a child support contempt proceeding.
- When completing this fee application, attorneys should provide the name, address, and social security number of the respondent or any potentially responsible parent or guardian in Section III. of form AOC-G-200.

D. Fee Applications Submitted by Public Defenders or IDS Contract Counsel:

- When a fee application is submitted by a public defender or IDS contract counsel solely for recoupment purposes, the Court should fix the value of services rendered and enter civil judgment(s) as appropriate. In those cases, the Clerk should docket the judgment(s) as provided by law and file the fee application in the court file. Fee applications that are submitted by public defenders and IDS contract counsel should not be forwarded to IDS Financial Services for payment.

V. Expert and Support Services

A. Expert Fees:

- Prior authorization is required for the use of any expert services. To obtain such authorization in a non-capital criminal or non-criminal case at the trial level, the attorney should submit a motion and proposed order to the presiding judge.
- After the expert services are rendered, the attorney or expert should submit a copy of the Court Order and the expert's bill to IDS Financial Services at the following address: P.O. Box 2448, Raleigh, NC 27602. IDS will then issue payment directly to the expert. *Attorneys should never pay an expert with their own funds and then seek reimbursement.*

B. Lay Witness Fees:

- Compensation for the time and expenses of lay witnesses is governed by G.S. 7A-314(a)-(c) & (e). Those provisions set statutory allowances for the time, mileage, lodging, and meals for lay witnesses.
- If you are seeking compensation for a lay witness in any category of case, you should complete form AOC-CR-235 ("Witness Attendance Certificate"), and submit it to the Clerk or Judge as required by G.S. 7A-314.

C. Foreign Language Interpreters:

- G.S. 7A-314(f) provides that "[i]n a criminal case when a person who does not speak or understand the English language is an indigent defendant[or] a witness for an indigent defendant, . . . and the court appoints a language interpreter to assist that defendant or witness in the case, the reasonable fee for the interpreter's services, as set by the court, are payable from funds appropriated to the Administrative Office of the Courts."
- If an attorney needs the services of a foreign language interpreter or translator in any category of case, he or she should obtain prior authorization from the Court. For details about obtaining an out-of-court interpreter or translator, see the IDS policy on out-of-court foreign language interpreters and translators, *available at www.ncids.org* under the "Rules & Procedures" link.

D. Interpreters for Deaf Persons:

- G.S. 8B-2, 8B-6, and 8B-8 (1999) govern the appointment and compensation of interpreters for deaf persons.
- If you need the services of a sign language interpreter in any category of case, you should obtain prior authorization from the Court using AOC-G-116 (“Motion, Appointment And Order Authorizing Payment Of Deaf Interpreter Or Other Accommodation”). The interpreter can then seek payment from the Clerk using that same form.

VI. Clerk Responsibilities

A. Fee Awards Must be Sent to IDS by the Clerk’s Office:

- IDS Financial Services will only accept appointed attorney fee awards from the Office of the Clerk of Superior Court in the county where the case originated.
- The Clerk’s Office does not have to certify each individual fee application. However, whenever fee applications are mailed to Financial Services, the Clerk’s Office must include in the envelope a cover letter on official letterhead stating that the enclosed fee applications are being mailed directly from the Office of the Clerk of Superior Court.
- Fee applications that are mailed to Financial Services by appointed attorneys will be returned to the attorneys unpaid.

B. Timely Forwarding of Fee Awards:

- We urge Clerk’s Offices to forward attorney fee awards to Financial Services as promptly as possible. Prompt forwarding of fee awards allows IDS to pay attorneys as quickly as possible for their services and to capture accurate data about the demand on the indigent defense fund.
- Information about the timing of attorney payments, including check run dates, is posted at www.ncids.org under the “News & Updates” link.

VII. Questions?

If attorneys or court officials have questions or concerns about these policies or other billing matters, they should contact Danielle M. Carman, IDS Assistant Director/General Counsel, at (919) 560-3380 or Danielle.M.Carman@nccourts.org.