

STATE OF NORTH CAROLINA _____ County	Form IDS-043 (Rev. 1/18)
	▶ File Nos.

<i>Name Of Indigent Defendant</i>	HIGH-LEVEL FELONY APPLICATION FOR PRE-APPROVED HOURLY COMPENSATION OR CASELOAD REDUCTION RFP § 3.11; Contract § 7.6
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INSTRUCTIONS: Attorneys who are handling high-level felony cases pursuant to a contract with the Office of Indigent Defense Services (IDS) and who obtained prior approval from the Area Defender in their area to be compensated for a reasonable amount of time in one case in excess of 50 hours, or for a caseload reduction, must complete Part I. of this form to claim the additional compensation or caseload reduction. The additional compensation or caseload reduction can only be claimed after the case is disposed, and the completed form must be submitted to the IDS Director no later than 90 days after the case has been finally disposed at the trial level. The contractor must report all time expended on the case in the online Contractor Case Reporting System and, if the client was convicted, must print a recoupment application for the Court that reflects all time expended. Completed forms should be emailed to Judicial.IDS.Contractor.Forms@nccourts.org.

The completed form must be accompanied by itemized time sheets for all time in excess of 50 hours:

- Time sheets must provide sufficient detail regarding counsel’s services in the case to demonstrate that the claim for hourly compensation or caseload reduction is reasonable.
- Time sheets are not expected to include exhaustive detail, and contractors should redact confidential information and work product. However, time sheets must include meaningful details about the quantity and quality of services rendered. At a minimum, time sheets must reflect attorney time broken down according to date, description of activity, and amount of time in tenths of an hour.
- Time sheets that are insufficiently detailed, that include generic descriptions such as “review file,” “review discovery,” or “trial preparation” without additional details, or that report time spent on multiple activities in large aggregated blocks are insufficient.
- Time sheets must be computer generated. Handwritten time sheets will not be accepted.

NOTE: Judges do not have authority to approve additional hourly compensation in contract cases, so contractors should NOT complete form AOC-CR-225 and submit that form to the court.

I. CONTRACTOR CERTIFICATION

I, the undersigned IDS contract counsel, certify that, based on the above-captioned extraordinary high-level felony case, IDS previously approved (check one):

Hourly compensation in addition to my set monthly contract pay for a reasonable amount of time in excess of 50 hours; or

A reduction in my contractual caseload obligation.

I further certify that the information reported on this form and the attached itemized time sheets is correct to the best of my knowledge.

<i>Date Of Disposition</i>	<u>All Time In Court</u>	<u>All Time Waiting In Court</u>	<u>All Time Out Of Court</u>	➔	<i>Total Time</i>
<i>Date</i>	<i>Name Of Attorney</i>			<i>Signature Of Attorney</i>	

II. AWARD OF HOURLY PAYMENT OR REDUCTION OF CASELOAD OBLIGATION
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The IDS Director hereby approves:

Hourly compensation in addition to the contractor’s set monthly payment in the amount entered below:

Hours Above 50 Approved: _____ x \$75 per hour = \$ _____

A caseload reduction of (specify number of cases): _____

<i>Date</i>	<i>Name Of IDS Director</i>	<i>Signature Of IDS Director</i>
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