

COURT APPOINTED ATTORNEYS

FEE FORMS

1. **Forms must be typed.**
2. Please give your full address.
3. Please fill out the form completely, i.e., offense, ORC code, disposition, SSN/Tax ID, and breakdown of time. The only form accepted is **OPD-1026R Rev. 4/24**. An outdated form will be rejected. Please attach the **Indigent Attorney Social Security/Tax Identification Number Verification Form** with each case every time.
4. \$75.00 per hour – In Court fee & Out of Court fee
\$140.00 per hour – Capital Case in Court & Out of Court fee
5. Please sign your name.
6. Please attach the **Financial Disclosure Form** (OPD-206R rev. 11/24) to the fee form. Please make every effort to obtain the defendant's signature on the indigent form. Do not sign for the client. Only use *the Financial Disclosure Form* with this on the bottom of the second page: **OPD-206R rev. 11/24**. Any outdated form will be rejected. **THIS IS REQUIRED BY THE OHIO PUBLIC DEFENDER'S OFFICE.**
7. When making copies of the *Motion, Entry, and Certification for Appointed Counsel Fees* form, please do not cut off the bottom of the first page. This is used by the Auditor's office when recording payment.
8. Please remember, you do not get paid for travel time back and forth from the Court to the Jail. Only extraordinary travel such as to prisons, depositions in other counties, etc. must be approved by the Court prior to travel.
9. All fee forms, when completed, are to be brought to the Common Pleas Court building and dropped off at the Information desk or mailed to **Attn: Counsel Fees** within 30 days of the sentencing or final disposition. The only exception is Court of Appeals cases, which are to be sent directly to the Court of Appeals by the appointed attorney for signature there. Please **DO NOT** take the forms to the individual Judge that handled the Case.
10. In addition, the Court would ask that you make contact with the defendant in a reasonable amount of time and remember to report to the client after each hearing.
11. Please furnish proof of malpractice insurance and submit a completed W-9 form to the Court when applying as Court Appointed Attorney.

PLEASE FOLLOW THESE REQUESTS OR THERE COULD BE A DELAY IN PROCESSING THE FEE FORM AND THIS MAY CAUSE YOUR FEE TO BE CUT IN HALF.

FOR QUESTIONS – CONTACT BETTY ZIEGLER @ 513-695-2880 or
BZiegler@warrencountyohio.gov