

# **SUPREME COURT OF COLORADO**

## **OFFICE OF THE CHIEF JUSTICE**

### **APPOINTMENT OF STATE-FUNDED COUNSEL IN CRIMINAL CASES AND FOR CONTEMPT OF COURT CHIEF JUSTICE DIRECTIVE 04-04 AMENDED EFFECTIVE JULY 1, 2023**

This policy is adopted to assist the administration of justice with respect to the appointment of counsel in criminal cases pursuant to Titles 16 and 18 and for the appointment of counsel to an indigent person cited for contempt where a jail sentence is contemplated. This policy does not cover appointments made for juvenile delinquency cases pursuant to Title 19, except to the extent necessary to address appointments made prior to November 1, 2014, for which the Judicial Department is responsible for payment of counsel. For appointments of counsel for juvenile delinquency cases after November 1, 2014, see Chief Justice Directive 14-01.

#### **I. CONSTITUTIONAL AND STATUTORY AUTHORITY**

- A. The federal and state constitutions provide that an accused person has the right to be represented by counsel in criminal prosecutions. This constitutional right has been interpreted to mean that counsel will be provided at state expense for indigent persons in all cases in which actual incarceration is a likely penalty or there is a waiver of the right to counsel at the advisement.
- B. State funds are appropriated to the Office of the Public Defender to provide for the representation of indigent persons in criminal cases pursuant to §21-1-103, C.R.S. (2014).
- C. State funds are appropriated to the Office of Alternate Defense Counsel to provide for the representation of indigent persons in criminal cases in which the Public Defender declares a conflict of interest pursuant to §21-2-101, C.R.S. (2014).
- D. Prior to November 1, 2014, Section 19-2-706(2), C.R.S. (2014), provided for the representation of juveniles in delinquency cases in which (1) the parent or legal guardian refused to retain counsel for the juvenile, or (2) the court found such representation was necessary to protect the interest of the juvenile or other parties involved in the case. When such an appointment was necessary and the juvenile did not qualify for representation by the Public Defender or the Office of Alternate Defense Counsel, the Judicial Department was authorized to pay for the costs of counsel and investigator services. House Bill 14-1032 established that, effective November 1, 2014, the Public Defender or OADC if there is a conflict, shall be appointed to represent juveniles in such cases. Reimbursement to the state is authorized for parental refusal, as outlined in §19-2-706(2)(b), C.R.S. and Chief Justice Directive 14-01.
- E. Colorado Rules of Civil Procedure 107 and 407 provide for the appointment of counsel to an indigent person cited for contempt where a jail sentence is contemplated. If the court appoints private counsel to prosecute a contempt action or to represent an indigent party for contempt

charges, the Judicial Department will pay for counsel, as there is no statutory authority for the Public Defender or the Alternate Defense Counsel to represent clients for the sole purpose of addressing contempt charges.

## **II. INDIGENCY DETERMINATION – OUT OF CUSTODY**

- A. All parties requesting court-appointed counsel pursuant to this Chief Justice Directive must be indigent to be represented at state expense, except as otherwise provided in section III. Such person(s) must also be indigent or otherwise qualify for court-appointed counsel as described in Section IV for the court to authorize the payment of certain costs/expenses. Any party requesting court-appointed representation on the basis of indigency must complete Form JDF208, Application for Public Defender, Court-Appointed Counsel or Guardian ad Litem, signed under oath.
- B. An indigent person is one whose financial circumstances prevent the person from having equal access to the legal process (Attachments A, B, and C).
- C. Pursuant to §21-1-103 (3), C.R.S., the initial determination of indigency in criminal cases shall be made by the Public Defender subject to review by the court. Therefore, all persons seeking court-appointed representation in criminal matters shall complete form JDF208 and shall first apply with the Office of the Public Defender. In all matters described in Section IV.C of this Directive, the party must complete form JDF208 and submit it to the court for approval.
- D. In all cases, the court retains jurisdiction to determine whether the person is indigent based on all the information available. Upon receipt of the finding by the Public Defender on the issue of eligibility for representation in accordance with the fiscal standards, the court shall review the person's application for Public Defender, including any requests for exception to the determination of the Public Defender. Based on a review of all information available, the court shall enter an order either granting or denying the person's request for appointment of the public defender. The court may use the judicial district's Collections Investigator(s) to provide a recommendation to the court relative to the above determinations, if additional analysis is needed.
- E. If the court finds the person indigent and appoints counsel at State expense, the court may consider ordering the person to make reimbursement in whole or in part to the State of Colorado pursuant to law using the process described in Section VI. of this Chief Justice Directive.
- F. An attorney or other person appointed by the court on the basis of a person's inability to pay the costs of the appointment shall provide timely notice to the court in the event financial related information is discovered that would reasonably call into question the person's inability to pay such costs. The court shall have the discretion to reassess indigence, and for purposes of possible reimbursement to the state, the provisions of Section VI. of this Chief Justice Directive shall apply. Based upon a reassessment of a party's financial circumstances, the court may terminate a state-paid appointment, require reimbursement to the State of Colorado of all or part of the costs incurred or to be incurred, or continue the appointment in its current pay status.

### **III. INDIGENCY DETERMINATION – IN CUSTODY AND CANNOT POST/IS NOT ALLOWED BAIL**

If a person is in custody and cannot post or is not allowed bail, the Public Defender, or Alternate Defense Counsel if the Public Defender has determined that a conflict exists and has notified ADC that conflict representation is necessary, may automatically elect to represent that person and will notify the court, either verbally or in writing, of the circumstances. The person need not complete a JDF208 until and unless the person is released from custody. If the person is released from custody, then all provisions under Section II., Indigency Determination – Out of Custody, apply.

### **IV. GUIDELINES FOR APPOINTMENT OF COUNSEL**

#### **A. Appointment of Public Defender**

1. Appointments on the Basis of Indigency: To be eligible for representation by the Public Defender (PD), a defendant must be indigent **or eligible for automatic representation**, as defined above and determined by the PD, subject to review by the court. If such person is indigent **or is eligible for automatic representation**, the court shall appoint the PD, except as otherwise provided in paragraph IV.B.
2. Appointments to Assist in Motions Under Rule 35 of the Colorado Rules of Criminal Procedure: An indigent defendant may be entitled to representation by the PD to assist in motions under Rule 35 if the court does not deny the motion under Crim. P. 35(c)(3)(IV). If another attorney represents the defendant and withdraws, the PD may be appointed if the defendant is indigent and there is no conflict with such representation.
3. Appointments for Appeals:
  - a. The court or the PD shall reassess the indigency status of a defendant who requests court-appointed counsel, as described in Section II.A., for purposes of appeal.
  - b. When an indigent person has an Alternate Defense Counsel attorney for the trial of a criminal case, the PD shall be appointed to represent the defendant on appeal unless the court determines that the PD has a conflict of interest.

#### **B. Appointment of Alternate Defense Counsel**

The Office of Alternate Defense Counsel (OADC) shall maintain a list of qualified attorneys for use by the courts in making appointments. Upon appointment of an Alternate Defense Counsel attorney, the clerk shall notify the OADC's designee. No more than one attorney may be appointed as counsel for an indigent person except in specific exceptional circumstances. Accordingly, upon specific written request by counsel for appointment of an additional attorney to assist in the defense of an indigent person, the OADC may approve appointment of an additional attorney for good cause shown. Such requests should be made in writing and

directed to the OADC. Alternate Defense Counsel shall be appointed under the following circumstances:

1. Conflict-of-Interest Appointments: The PD shall file a motion or otherwise notify the court to withdraw in all cases in which a conflict of interest exists. The court shall appoint an Alternate Defense Counsel attorney to represent indigent persons in cases in which the court determines that the PD has a conflict of interest and removes the PD from the case. The OADC is responsible by statute to handle all PD conflict cases. Therefore, the OADC shall establish policies and procedures to cover instances when Alternate Defense Counsel has a conflict.
2. Appointments To Assist in Motions Under Rule 35 of the Colorado Rules of Criminal Procedure: An indigent defendant may be entitled to conflict-free counsel to assist in motions under Rule 35 if the court does not deny the motion under Crim. P. 35(c)(3)(IV) and if the PD notifies the court that a conflict of interest exists. The provisions of IV.B.1. above shall be followed in appointing an Alternate Defense Counsel attorney.
3. Appointments for Appeals: If the court determines that the PD has a conflict of interest, it shall set forth in a written order the reason for the conflict of interest and the court shall appoint an Alternate Defense Counsel attorney to represent the defendant.

C. Appointment of Other Counsel

1. The Clerk of Court or the Court Executive shall maintain a list of qualified private attorneys from which appointments shall be made under this section. Private counsel appointed under the following circumstances will be paid by the Judicial Department as established in this directive:
  - a. Appointments of Advisory Counsel: There is no constitutional right to the appointment of advisory counsel to assist a *pro se* defendant. However, pursuant to case law, the court may appoint private advisory counsel either 1) at the request of an indigent *pro se* defendant, or 2) over the objections of an indigent *pro se* defendant to ensure orderly proceedings and to provide assistance to the defendant. If the court appoints private advisory counsel for an indigent *pro se* defendant in a criminal case, the Judicial Department will pay for counsel, as there is no statutory authority for the Public Defender or the Alternate Defense Counsel to advise *pro se* defendants.
  - b. Appointments of Contempt Counsel: Private counsel may be appointed as a special prosecutor or as counsel for an indigent person facing contempt charges when punitive sanctions may be imposed, in accordance with Rule 107(d) and 407(d) of the Colorado Rules of Civil Procedure. Costs and reasonable attorney's fees in connection with the contempt proceeding may be assessed at the discretion of the court.
  - c. Appointments of Counsel for Grand Jury Witnesses: A witness subpoenaed to appear and testify before a grand jury is entitled to assistance of counsel pursuant

to §16-5-204, C.R.S. (2014). For any person financially unable to obtain adequate assistance, counsel may be appointed at state expense. Pursuant to case law, no attorney who provides counsel in the grand jury room may represent more than one witness in a single investigation without grand jury permission. If the court appoints counsel for an indigent witness before a grand jury, the Judicial Department will pay for counsel, as there is no statutory authority for the Public Defender or the Alternate Defense Counsel to represent grand jury witnesses.

- d. Appointments of Counsel for Witnesses: An indigent witness subpoenaed to appear and testify in a court hearing may be appointed counsel if the witness requests counsel and the judge determines the appointment of counsel is necessary to assist the witness in asserting his or her privilege against self-incrimination. If the court appoints counsel for an indigent witness for this purpose, the Judicial Department will pay for counsel, as there is no statutory authority for the Public Defender or the Alternate Defense Counsel to represent a witness.
2. For appointments under this section, the appointing judge or magistrate shall, to the extent practical and subject to attorney-client privilege, monitor the actions of the appointee to ensure compliance with the duties and scope specified in the order of appointment.
  3. Attorneys appointed under this section shall notify the State Court Administrator, in writing, within five (5) days of any malpractice suit or grievance brought against them.
  4. Appointees shall maintain adequate professional liability insurance for all work performed. In addition, appointees shall notify the State Court Administrator, in writing, within five (5) days if they cease to be covered by said liability insurance and shall not accept court appointments until coverage is reinstated.

## **V. GUIDELINES FOR PAYMENT**

### **A. Public Defender Costs**

The Public Defender's Office has attorneys on staff (Deputy Public Defenders) to accept appointments. Court costs and other expenses incurred by the Public Defender shall be billed to the Public Defender's Office in accordance with that office's policies and procedures.

### **B. Office of Alternate Defense Counsel Costs**

All Contractor fees earned, and expenses incurred shall be filed with the OADC in accordance with that office's policies and procedures. A schedule of maximum hourly rates for counsel and other persons necessary to provide legal services commensurate with those available to persons who are not indigent and maximum total fees for OADC state-funded counsel is shown in Attachment D (1).

### **C. Other Court-Appointee's Costs**

The fees and costs associated with appointments described under section IV. C. shall be paid by the Judicial Department as follows:

1. Fees and Expenses: Appointments may be made by the courts on a non-contract hourly fee basis or contract basis as set forth by the State Court Administrator's Office. A schedule of maximum hourly rates and maximum total fees for state-funded counsel and investigators is shown in Attachment D (2). Upon appointment of counsel or other appointee, court staff shall enter the appointment in the ICON/Eclipse computer system and complete the appointment on the CAC system for payment and tracking purposes. Claims for payment on hourly appointments shall be entered in the Department's **Internet-based payment system (CACS)**; or, if the State Court Administrator's Office has granted the appointee an exception to the requirement to invoice using CACS, claims for payment shall be filed with the Court Executive in the respective judicial district on the Request and Authorization for Payment of Fees (form JDF207). Claims for payment on flat-fee, contract appointments shall be entered in the Department's Internet-based payment system (CACS); or, if the State Court Administrator's Office has granted the appointee an exception to the requirement to invoice using CACS, such claims for payment shall be filed with the State Court Administrator's Office using the process and format required by that office. All requests for hourly payment must be in compliance with Guidelines for Payment of Court-Appointed Counsel and Investigators Paid by the Judicial Department for Itemized Fees and Expenses on an Hourly Basis (Attachment E) and shall follow the Court-Appointed Counsel and Investigators Procedures for Payment of Fees and Expenses (Attachment F). All hourly payment requests shall be reviewed by the Court Executive or his/her designee to ensure that all charges are appropriate and in compliance with this directive and applicable fiscal policies and procedures, before authorizing the request. The Office of the State Court Administrator may review, verify, and revise, when appropriate, authorizations for payment. All incomplete or erroneous claims will be returned to the attorney or investigator with an explanation concerning the issue(s) identified.
2. Court Costs, Expert Witness Fees, and Related Expenses: Costs incurred by counsel shall be pre-approved, billed to and paid by the appointing court. Court costs include such items as: expert and standard witness fees and expenses, service of process, language interpreter fees, mental health examinations, transcripts, and discovery costs. Payment of all court costs shall be in accordance with applicable statutes, Chief Justice Directives, and other policies and procedures of the Judicial Department. Appropriate travel receipts must accompany out-of-state investigation travel expenses incurred by the appointee.
3. Investigator Appointments: If a court-appointed attorney paid by the Judicial Department requires the services of an investigator, he or she shall submit a motion to the court requesting authority to hire an investigator. The court shall authorize such appointments as the judge or magistrate deems necessary, and shall issue an order authorizing the amount of investigator fees and expenses that may be incurred, not to exceed the maximum fees set forth in Attachment D (2). The Judicial Department shall pay for investigator services under these circumstances.
4. Online Appointee Billing: Appointees paid by the Judicial Department shall invoice the Department using the Department's Internet-based system (CACS) according to the

policies and procedures set forth by the State Court Administrator's Office. An appointee may request an exception to this requirement by contacting the State Court Administrator's Office. In the request, the appointee shall describe the extenuating circumstances preventing the use of CACS for invoicing. The person overseeing the Court-Appointed Counsel system or his/her designee shall review such requests and shall have final decision authority concerning the granting or denial of the request. Failure of an appointee to learn or avail him/herself of training on the use of CACS is not sufficient cause to warrant an exception.

5. To maintain the security and integrity of CACS, appointees shall immediately notify the State Court Administrator's Office, in writing, of any changes in appointee's staffing or practice that may require cancellation or other changes in the CACS login authority or credentials of appointee or appointee's staff.
6. Failure of appointee to appropriately use CACS shall be sufficient grounds for denial of payment and may result in removal from consideration for future appointments.

D. Court Costs, Expert Witness Fees and Investigator Fees of an Indigent Party who is Not Appointed Counsel

1. In certain circumstances, a defendant's court costs, expert witness fees, and/or investigator fees may be paid by the Judicial Department even though the defendant is not represented by state-funded counsel (i.e., Public Defender; Alternate Defense Counsel; Judicial-paid counsel). Payment by the local court is appropriate if any of the following statements apply:
  - a) The defendant is indigent and proceeding *pro se*;
  - b) The defendant is indigent and receiving *pro bono*, private counsel;
  - c) The defendant is receiving private counsel but becomes indigent during the course of the case, and the court has determined that the defendant lacks sufficient funds to pay for court costs, and that it would be too disruptive to the proceedings to assign the Public Defender or Alternate Defense Counsel to the case.
2. Court costs include such items as: expert and standard witness fees and expenses, service of process, language interpreter fees, mental health examinations, transcripts, and discovery costs. An investigator appointed by the court under this section shall be paid in accordance with the rates and maximum fees established in Attachment D (2). A motion requesting authorization to hire an investigator, to pay court costs, or for expert witness fees shall be submitted to the court. The Court shall authorize such appointments or payments as the judge or magistrate deems necessary and shall issue an order authorizing the amount of the costs, fees and expenses that may be incurred under this section. For maximum rates for payment of expert witnesses, see CJD 12-03, as amended.

- E. In instances in which fees for activity such as travel time, waiting time, and mileage expenses were incurred simultaneously for more than one court appointment, appointees shall apportion the fees or expenses across cases, as applicable (for example, traveling to/from court would be

billed 50% on the client A appointment and 50% on the client B appointment if the appointee made one trip to cover both clients' hearings).

## **VI. REIMBURSEMENT TO THE STATE**

- A. If the court determines, at any time before, during the course of the appointment (at the court's discretion if questions concerning indigence arise), or after the appointment of state-funded counsel, that the person has the ability to pay all or a part of the expenses for representation including related ancillary costs, the court shall enter a written order that the person reimburse all or a part of said expenses and inform the responsible party of this obligation. Such order shall constitute a final judgment including costs of collection and may be collected by the state in any manner authorized by law. The court's financial review concerning ability to pay counsel fees and costs may be accomplished with the use of the judicial district's Collections Investigator. If the defendant is placed on probation, the court may require payment for the costs of representation as one of the conditions of probation.
- B. Collection of fees and costs related to court-appointed representation may be referred to the Collections Investigator or a private collector that has an agreement for such collection services with the State Court Administrator's Office.
- C. Costs for representation provided may be assessed against the responsible party(ies) at the fixed hourly rate for state-funded private counsel for the number of hours reported to the court, or at a flat fee rate established by the Public Defender or Alternate Defense Counsel. Other costs incurred for the purposes of prosecution and representation of the case may also be assessed including, for example, costs for transcripts, witness fees and expenses, and costs for service of process. In addition, the responsible party(ies) may be required to pay costs of collection. Costs incurred for accommodations required under the Americans with Disabilities Act, such as hearing interpreter fees, may not be assessed.

## **VII. COMPLAINTS**

- A. All written complaints and documentation of verbal complaints regarding the performance of any state-paid counsel shall be submitted to the Court Executive.
- B. All complaints shall be referred by the Court Executive to the appropriate agency or person. Public Defender complaints shall be submitted to the Public Defender's Office. Complaints against an Alternate Defense Counsel attorney shall be submitted to the Alternate Defense Counsel Office. The Court Executive will forward all other complaints to the presiding judge or, if appropriate, the Chief Judge of the district unless a conflict exists due to the judge's involvement in a pending case. If a conflict exists, the Court Executive will forward the complaint to another judge designated for that purpose.
- C. If the complaint involves an attorney and the reviewing judge or Court Executive determines that the person may have violated the Colorado Rules of Professional Conduct, the information shall be filed with the Colorado Supreme Court Office of Attorney Regulation Counsel. The Regulation Counsel shall advise the reporting judge or Court Executive and the State Court Administrator of the final outcome of the investigation.



- D. Copies of all written complaints and documentation of verbal complaints regarding state-paid counsel shall be forwarded by the Court Executive to the State Court Administrator's Office. The State Court Administrator may investigate a complaint and take action he/she believes is necessary to resolve any concerns or issues raised by the complaint. Such action may include, but is not limited to, terminating the contract with the attorney.

### **VIII. SANCTIONS**

- A. All contracts with the Judicial Department for appointments addressed in this Chief Justice Directive shall include a provision requiring compliance with this Chief Justice Directive. Failure to comply with this Directive may result in termination of any associated contract and/or removal from the appointment list.
- B. Judges and Magistrates shall notify appointees that acceptance of the appointment requires compliance with this Directive, and that failure to comply may result in termination of the current appointment and/or removal from the appointment list.

CJD 04-04 is amended and adopted effective July 1, 2023.

Done at Denver, Colorado this 29<sup>th</sup> day of June, 2023.

/s/

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Brian D. Boatright, Chief Justice

**Attachment A, CJD 04-04, Amended April 2024**

**Applicant Name** \_\_\_\_\_ **Court** \_\_\_\_\_

**Case Number** \_\_\_\_\_ **Case Name** \_\_\_\_\_

**FISCAL STANDARDS - ELIGIBILITY SCORING INSTRUMENT**

Use information from Form JDF208 and information provided by applicant during screening interview. Circle the points in the category that applies Total at end.

| <b>Factor</b>  | <b>At or below guidelines</b> | <b>Up to 10% above guidelines</b> | <b>11% to 75% above guidelines<br/>(Not eligible if income is more than 75% above guidelines.)</b> |
|--|-------------------------------|-----------------------------------|--|
| <p><b>Section 1. Income Guidelines</b><br/> <b>Gross income from all members of the household who contribute monetarily to the common support of the household.</b><br/>           Income categories include: wages, including tips, salaries, commissions, payments received as an independent contractor for labor or services, bonuses, dividends, severance pay, pensions, retirement benefits, royalties, interest/investment earnings, trust income, annuities, capital gains, Social Security Disability (SSD), Social Security Supplemental Income (SSI), Workman’s Compensation Benefits, Unemployment Benefits, and alimony.</p> <p><b>Gross income shall not include income from TANF payments, food stamps, subsidized housing assistance, and veteran’s benefits earned from a disability, child support payments or other public assistance programs.</b></p> <p><b>NOTE: Income from roommates should not be considered if such income is not commingled in accounts or otherwise combined with the Applicant’s income in a fashion which would allow the applicant</b></p> | <p><b>150 points</b></p>      | <p><b>100 points</b></p>          | <p><b>0 points</b></p>   |

|   |  |  |  |
|---|--|--|--|
| proprietary rights to the roommate's income.) |  |  |  |
|---|--|--|--|

**SECTION 1. TOTAL POINTS** \_\_\_\_\_

**Section 2. Expenses vs. Income**

**(Expenses for nonessential items such as cable television, club memberships, entertainment, dining out, alcohol, cigarettes, etc., shall not be included.)**

Monthly expenses exceed income by over \$100 = **50 points**

Monthly expenses are within \$100 of income = **25 points**

Monthly income exceeds expenses by over \$100 = **0 points**

**SECTION 2. TOTAL POINTS** \_\_\_\_\_

**Section 3. Charge (most severe) vs. Assets which could be used to pay defense costs (Assets to include cash on hand or in accounts, stocks, bonds, certificates of deposit, equity, and personal property or investments which could readily be converted into cash without jeopardizing the applicant's ability to maintain home and employment.)**

| Assets           | Class 1 to Class 3 Felony or Habitual Offender Related | Class 4 to Class 6 Felony | Class 1 to Class 3 Misdemeanor or Jailable Traffic |
|------------------|--|---------------------------|--|
| \$0 - \$750      | 150 Points   | 125 Points                | 50 Points  |
| \$751-\$1,500    | 125 Points   | 100 Points                | 25 Points  |
| \$1,501-\$2,500  | 100 Points   | 75 Points                 | 0 Points   |
| \$2,501-\$5,000  | 75 Points  | 50 Points                 | 0 Points   |
| \$5,000-\$7,500  | 50 Points  | 25 Points                 | 0 Points   |
| \$7,501-\$10,000 | 25 Points  | 0 Points                  | 0 Points   |
| Over \$10,000    | 0 Points   | 0 Points                  | 0 Points   |

**SECTION 3. TOTAL POINTS** \_\_\_\_\_

**TOTAL POINTS, SECTIONS 1,2,3** \_\_\_\_\_

- **150 or greater**  **Indigent - Eligible for Public Defender** (Note: Reimbursement of costs of representation may be ordered by the court pursuant to Section 21-1-106, C.R.S.)
  - **Less than 150**  **Not Eligible for State-Funded Counsel**
- EXCEPTION REQUESTED TO [ ALLOW or DISALLOW ] APPOINTMENT OF

[ PUBLIC DEFENDER] or [ALTERNATE DEFENSE COUNSEL (if PD conflict)]  
NOTWITHSTANDING THE ABOVE SCORE. (Documentation justifying request is  
attached.)

**Evaluated by (printed name)** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Attachment B, CJD 04-04, Amended April 2024**

**INCOME ELIGIBILITY GUIDELINES (amended January 17, 2024)**

| <b><u>Family Size</u></b> | <b><u>Annual Poverty</u></b> | <b><u>Monthly Poverty</u></b> | <b><u>Monthly Income*</u></b> | <b><u>Monthly Income plus 10%</u></b> | <b><u>Monthly Income plus 75%</u></b> | <b><u>Yearly Income*</u></b> | <b><u>Yearly Income plus 10%</u></b> | <b><u>Yearly Income plus 75%</u></b> |
|---------------------------|------------------------------|-------------------------------|-------------------------------|---------------------------------------|---------------------------------------|------------------------------|--------------------------------------|--------------------------------------|
| <b><u>1</u></b>           | <b><u>\$15,060</u></b>       | <b><u>\$1,255</u></b>         | <b><u>\$1,569</u></b>         | <b><u>\$1,726</u></b>                 | <b><u>\$2,745</u></b>                 | <b><u>\$18,825</u></b>       | <b><u>\$20,708</u></b>               | <b><u>\$32,944</u></b>               |
| <b><u>2</u></b>           | <b><u>\$20,440</u></b>       | <b><u>\$1,703</u></b>         | <b><u>\$2,129</u></b>         | <b><u>\$2,342</u></b>                 | <b><u>\$3,726</u></b>                 | <b><u>\$25,550</u></b>       | <b><u>\$28,105</u></b>               | <b><u>\$44,713</u></b>               |
| <b><u>3</u></b>           | <b><u>\$25,820</u></b>       | <b><u>\$2,152</u></b>         | <b><u>\$2,690</u></b>         | <b><u>\$2,959</u></b>                 | <b><u>\$4,707</u></b>                 | <b><u>\$32,275</u></b>       | <b><u>\$35,503</u></b>               | <b><u>\$56,481</u></b>               |
| <b><u>4</u></b>           | <b><u>\$31,200</u></b>       | <b><u>\$2,600</u></b>         | <b><u>\$3,250</u></b>         | <b><u>\$3,575</u></b>                 | <b><u>\$5,688</u></b>                 | <b><u>\$39,000</u></b>       | <b><u>\$42,900</u></b>               | <b><u>\$68,250</u></b>               |
| <b><u>5</u></b>           | <b><u>\$36,580</u></b>       | <b><u>\$3,048</u></b>         | <b><u>\$3,810</u></b>         | <b><u>\$4,191</u></b>                 | <b><u>\$6,668</u></b>                 | <b><u>\$45,725</u></b>       | <b><u>\$50,298</u></b>               | <b><u>\$80,019</u></b>               |
| <b><u>6</u></b>           | <b><u>\$41,960</u></b>       | <b><u>\$3,497</u></b>         | <b><u>\$4,371</u></b>         | <b><u>\$4,808</u></b>                 | <b><u>\$7,649</u></b>                 | <b><u>\$52,450</u></b>       | <b><u>\$57,695</u></b>               | <b><u>\$91,788</u></b>               |
| <b><u>7</u></b>           | <b><u>\$47,340</u></b>       | <b><u>\$3,945</u></b>         | <b><u>\$4,931</u></b>         | <b><u>\$5,424</u></b>                 | <b><u>\$8,630</u></b>                 | <b><u>\$59,175</u></b>       | <b><u>\$65,093</u></b>               | <b><u>\$103,556</u></b>              |
| <b><u>8</u></b>           | <b><u>\$52,720</u></b>       | <b><u>\$4,393</u></b>         | <b><u>\$5,492</u></b>         | <b><u>\$6,041</u></b>                 | <b><u>\$9,610</u></b>                 | <b><u>\$65,900</u></b>       | <b><u>\$72,490</u></b>               | <b><u>\$115,325</u></b>              |

\* 125% of poverty level as determined by the Department of Health and Human Services.

\*For family units with more than eight members, add \$560 per month to "monthly income" or \$ 6,725 per year to "yearly income" for each additional family member. Poverty guideline is \$ 5,380/year.

Source: Federal Register (89 FR 2961, 01/17/2024)

## **Attachment C, CJD 04-04. Amended November 2014**

### **FISCAL STANDARDS: PROCEDURES FOR THE DETERMINATION OF ELIGIBILITY FOR COURT-APPOINTED COUNSEL ON THE BASIS OF INDIGENCY**

A determination of indigency is necessary for certain appointments addressed in Chief Justice Directive 04-04. Any defendant in a criminal case or a person involved in matters described under IV.C requesting court-appointed counsel on the basis of indigency must apply for counsel as described below. The Public Defender and court staff will determine the applicant's eligibility for appointment of counsel in accordance with the following procedures:

- In Criminal cases, the defendant shall apply for the Public Defender by completing the Application for Court-Appointed Counsel, form JDF208 (Judicial Department Form).
- If the defendant is in custody and cannot post or is not allowed bail, the Public Defender may automatically elect to represent the defendant, and will notify the court either verbally or in writing of the circumstances.
- If the person's income is at or below the income eligibility guidelines and he or she has no assets, as determined on form JDF208, the Public Defender or other counsel shall be appointed.
- If the person's income is more than 75 percent above the income eligibility guidelines, they are not eligible for State-paid counsel. In criminal matters, the Public Defender will note that the defendant is ineligible for court-appointed counsel, and will submit the form JDF208 to the court to demonstrate ineligibility.
- If eligibility or ineligibility cannot be determined as described above, the eligibility-scoring instrument (Attachment A, CJD 04-04) will be completed, using information obtained on form JDF208. The form is designed to use income and expenses to determine basic eligibility, with an added factor for assets available to pay for an attorney. The points assigned in the "asset" category take into account both the dollar value of the assets and the class type of charges against the defendant. This is to address variations in the types of expenses that might be incurred due to the nature of the charges.
- The total score will determine whether the person will be represented at state expense, or whether the person is not eligible for state-paid representation on the basis of indigency. The Public Defender or defendant may request an exception to the eligibility determination based on the score and may submit documentation of the reasons for the exception to the court, which then has the opportunity to make an appointment decision based on all of the information.

**ALTERNATE DEFENSE COUNSEL  
MAXIMUM HOURLY RATES <sup>1</sup>**

**Attachment D(1)  
Amended, Effective July 2023  
ADC Fees**

| <b>ATTORNEY RATE</b>                        | <u>Hourly Rate</u> | <u>Effective Date*</u> |
|---|--------------------|------------------------|
| Type A Felonies                             | \$105.00 per hour  | July 1, 2023           |
| Type B Felonies                             | \$100.00 per hour  | July 1, 2023           |
| Juvenile Felonies                           | \$100.00 per hour  | July 1, 2023           |
| Misdemeanor & Traffic<br>(Adult & Juvenile) | \$95.00 per hour   | July 1, 2023           |
| Travel (regardless of type of<br>case)      | \$95.00 per hour   | July 1, 2023           |

The OADC has the right to contract with attorneys at rates less than the rates outlined above. Additionally, the OADC can pay more than the rates outlined above if language skills outside of English are needed and used on a case.

| <b>NON-ATTORNEY RATES</b>  | Hourly Rate                | Effective Date* |
|--|----------------------------|-----------------|
| Authorized Investigator  | \$55.00 per hour           | July 1, 2023    |
| Authorized Paralegal/Legal<br>Assistant  | \$42.00 per hour           | July 1, 2023    |
| Authorized Forensic Social<br>Worker (FSW)/Forensic<br>Clinical Advocate (FCA) | \$55.00 - \$72.00 per hour | July 1, 2023    |
| Travel (regardless of hourly<br>rate for FSW/FCA)                              | \$55.00                    | July 1, 2023    |

The OADC has the right to contract with other necessary individuals at rates other than those outlined above based on level of expertise and experience, as well as if language skills outside of English are needed and used on a case.

Mileage at rate defined by §24-9-104 C.R.S. Reimbursement paid per OADC policy.

\* For work performed on or after this date (July 1, 2023)

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<sup>1</sup> Rates may vary pursuant to Chief Justice Directive or OADC Order. The appointee should contact the Office of the Alternate Defense Counsel or visit the web site at [www.coloradoadc.org](http://www.coloradoadc.org) if there is a question concerning the current authorized rate.

**MAXIMUM TOTAL FEES PER APPOINTMENT**

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| <b>Appointment Type</b>               | <b><i>Without<br/>Trial</i></b> | <b><i>Trial</i></b> |
|---------------------------------------|---------------------------------|---------------------|
| Class 1 Felonies                      | \$ 18,880                       | \$ 37,760           |
| Class 2 Felonies                      | \$ 8,260                        | \$ 16,520           |
| Class 3,4,5, & 6 Felonies             | \$ 5,310                        | \$ 10,620           |
| DF 1 Felonies                         | \$ 8,260                        | \$ 16,520           |
| DF 2, 3, & 4 Felonies                 | \$ 5,310                        | \$ 10,620           |
| Misdemeanor, Traffic & Petty Offenses | \$ 2,360                        | \$ 4,720            |
| Juvenile Cases                        | \$ 4,130                        | \$ 8,260            |

| <b>Appeals / Post Conviction 35(c)</b> | <b><i>Without<br/>Trial</i></b> | <b><i>Trial</i></b> |
|--|---------------------------------|---------------------|
| Class 1 Felony                         | \$ 5,310                        | \$ 10,620           |
| Class 2, 3 & 4 Felonies                | \$ 4,720                        | \$ 9,440            |
| Class 5 & 6 Felonies                   | \$ 3,540                        | \$ 7,080            |
| Class 1 & 2 Drug Felonies              | \$ 4,720                        | \$ 9,440            |
| Class 3 & 4 Drug Felonies              | \$ 3,540                        | \$ 7,080            |
| Misdemeanor                            | \$ 2,360                        | \$ 4,720            |
| Juvenile                               | \$ 2,950                        | \$ 5,900            |

The maximum fees for those other persons necessary to provide legal services commensurate with those available to persons who are not indigent are limited to what was previously authorized by the OADC.



## **Attachment D(2), CJD 04-04, Amended Effective July 2013**

### **JUDICIAL PAID APPOINTMENTS**

#### **MAXIMUM HOURLY RATES<sup>1</sup>**

| <b><u>All Case Types</u></b>     | <b><u>In-Court and Out-of-Court</u></b> | <b><u>Effective Date*</u></b> |
|----------------------------------|---|-------------------------------|
| Court-Appointed Counsel Fee      | \$100.00 per hour                       | July 1, 2023                  |
| Authorized Investigator          | \$55.00 per hour                        | July 1, 2023                  |
| Paralegal / Legal Assistant Time | \$42.00 per hour                        | July 1, 2023                  |

#### **MAXIMUM TOTAL FEES PER APPOINTMENT**

| <b><u>Appointment Type</u></b>  | <b><u>With Trial / Without Trial</u></b> | <b><u>Effective Date</u></b> |
|---|--|------------------------------|
| Class 1 felonies & unclassified felonies where the maximum possible penalty is life or more than 51 years       | 37,430/18,760                            | July 1, 2023                 |
| Class 2 felonies & unclassified felonies where the maximum possible penalty is 41 through 50 years              | 18,760/ 9,925                            | July 1, 2023                 |
| Class 3, 4, 5 and 6 felonies and unclassified felonies where the maximum possible penalty is from 1 to 40 years | 13,240/6,640                             | July 1, 2023                 |
| Misdemeanors and petty offenses   | 3,315/ 2,245                             | July 1, 2023                 |
| Appeal  | 13,240                                   | July 1, 2023                 |
| Contempt and Witness  | 2,245                                    | July 1, 2023                 |

- Billable time for appeals begins on the date of appointment and is for the appeal portion of the case only
- Investigator maximum fee allowed is calculated from the preceding chart using the case classification and the “without trial” maximum, exclusive of expenses.

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<sup>1</sup>Rates may vary pursuant to Chief Justice Directive or Order. The appointee should contact the local district court, State Court Administrator’s Office or visit the web site at [www.courts.state.co.us](http://www.courts.state.co.us) if there is a question concerning the current authorized rate.

**ATTACHMENT E  
CJD 04-04  
AMENDED JULY 2014**

**GUIDELINES FOR ITEMIZED HOURLY PAYMENT: JUDICIAL PAID  
APPOINTMENTS ONLY**

**COURT-APPOINTED COUNSEL AND INVESTIGATORS**

- A) Claims for payment on an hourly basis by shall be submitted using the Judicial Department's online CAC System (if the appointee is authorized to use this system) or submitted to the appointing court on form JDF207 ("Colorado Judicial Department Request and Authorization For Payment Of Fees") including attachments, and shall be in compliance with these guidelines. For appellate counsel only, claims for payment shall be submitted directly to the Court of Appeals. The claims and attachments shall conform to the Procedures for Payment of Fees and Expenses (Attachment F, this CJD). In accordance with this CJD and all other applicable Department policies and procedures, and upon review and approval by the appointing court, the request for payment will be sent to the State Court Administrator's Office (SCAO) for processing. The SCAO may review, verify, and revise, when appropriate, such authorized requests for payment.
- B) A schedule of maximum hourly rates for court-appointed counsel is established by the Supreme Court in Attachment D (2) and/or by Chief Justice Order. **No payment shall be authorized for hourly rates in excess of the Chief Justice Directive or Order. The maximum total fee that may be paid to court-appointed private counsel for representation on a case is established in Attachment D (2). This maximum includes appointee fees (both contract flat fees plus hourly, as applicable), allowable incidental expenses, paralegal, legal assistant, and law clerk time. To find the allowed maximum total fee for investigators, exclusive of expenses, use the case classification type and the "without trial" maximum from the chart in Attachment D(2).**
1. If there are unusual circumstances involved in the case and the appointee determines that additional work must be completed that will create fee charges over the maximum allowed, pre-approval for fees in excess is to be obtained by submitting a Motion to Exceed the Maximum to the presiding judge/magistrate (while there may be exceptions in which pre-approval is not possible before additional work is performed, seeking pre-approval should be the norm.). If satisfied that the excess fees are warranted and necessary, the presiding judge/magistrate should approve such motion. The Court Executive (or designee) should deny further payment unless accompanied by a Motion to Exceed the Maximum and an order granting the Motion by the presiding judge or magistrate.
  2. The Motion to Exceed the Maximum must cite the specific special and extraordinary circumstances that justify fees in excess. The judge or magistrate, in his or her discretion, may grant approval with an Order for Fees in Excess which provides a maximum up to 150% of the established maximum as outlined in Attachment D(2) of this Chief Justice Directive.

A subsequent Motion to Exceed Maximum must be submitted for the same appointment if total fees are expected to further exceed the maximum established by the judge or magistrate.

- C) **All court appointees and investigators must submit invoices using CACS, or a JDF 207, as applicable, to the court within six months of the earliest date of billed activity.** Any court appointee or investigator desiring to request an exception to the 6-month rule based on unusual circumstances shall make such request in writing to the State Court Administrator's Office. The decision concerning payment shall be final. Before an exception will be considered, the request must detail the extraordinary circumstances concerning a bill or portion of a bill wherein the activity does not fall within the six-month rule.
- D) The Court Executive or his/her designee will carefully review all hourly payment requests submitted for approval. To assist in this review, attorneys and investigators must submit a detailed itemization of in-court and out-of-court hours with each request for payment as outlined in Procedures for Payment of Fees and Expenses, Attachment F. Authorization for payment is not automatic, and the Court Executive (or designee) must be satisfied that the number of hours billed and expenses charged are appropriate and necessary for the complexity of the issues involved. If there are questions concerning the reasonableness of the bill, the appropriate judge or magistrate will be consulted. If reimbursement to the state is to be ordered and such order is not already entered, the Court Executive or his/her designee shall notify the appropriate judge.
- E) Requests by appointees for reimbursement of expenses must include itemized statements and accompany the request for payment. In addition, such requests must comply with Maximum Hourly Rates/Maximum Fees Per Appointment as set forth in Attachment D (2). When practical, a paralegal or legal assistant should be used for tasks that require legal expertise but can be done more cost-effectively by an assistant, such as drafting court motions or performing some legal research. The billable hourly rate for a paralegal or legal assistant time is found in Attachment D(2). The Judicial Department does not pay for the time of administrative support staff. Therefore, charges for time spent on administrative activities, such as setting up files, typing, copying discovery or other items, faxing documents, making deliveries, preparing payment requests, and mailing letters are not reimbursable costs. Attorneys are expected to have sufficient administrative support for these activities.
1. Certain court costs are paid individually by the appointing court (not SCAO) with prior court approval. The appointing court pays court costs incurred by counsel. Counsel or investigators should submit the bills for items listed below directly to the local court and should not include these costs for reimbursement in the CAC system, or on the Request for Payment form (JDF207), if applicable.

**Costs Paid Locally by the Individual Court**

- Cost of subpoenas;
- Fees and expenses of witnesses;
- Service of process;
- Language interpreters;
- Mental Health examinations/evaluations;

- Transcripts;
  - Discovery Costs (including: LexisNexis research charges, medical records, etc.)
2. Court-appointed counsel and investigators may request reimbursement for certain reasonable out-of-pocket expenses that are incurred on behalf of their clients. The following expenses may be claimed via the CAC system, or on JDF207, as applicable.

**Other Allowable Expenses**

- Copy charges at the rate of \$0.25 per page (specify the number of copies made);
  - Mileage at the rate defined by §24-9-104 C.R.S. (the actual number of miles must be specified for each trip);
  - Long-distance telephone calls at cost (if total billing exceeds \$50, it must include a copy of the telephone bill with the following information highlighted: date, phone number, and charges);
  - Postage at cost (regular 1<sup>st</sup> class mail charges);
    - Non-refundable and non-waivable service fees for mailing documents through the Colorado Courts E-Filing system
  - Reimbursement for delivery and express mail charges are only reimbursable for a case on appeal. A receipt or invoice for these charges must be attached to the order for payment;
  - Requests for payment of overnight travel or out-of-state travel require prior authorization by the court and must be in accordance with state travel regulations as described in the Travel section of the Colorado Judicial Department's Fiscal Policies and Procedures manual. Out-of-state travel expenses incurred by the appointee shall be submitted to the court using the online CAC system. All appropriate copies of travel receipts shall be provided directly to court staff.
3. The following items are not authorized for payment or reimbursement.

**Non-Allowable Expenses**

- Phone calls when no contact is made (i.e., no answer, client not available or message left to call back, etc.);
  - Fax charges;
  - Parking Fees;
  - Items purchased for indigent (or other) persons represented which includes meals, books, clothing, and other personal items;
  - Administrative activities (as previously discussed);
  - Electronic filing fees for which state funded counsel appointments are exempt;
  - Any other cost or expense not authorized under Colorado law or Chief Justice Directive for payment by the state or reimbursement to counsel or other party.
- F) In any case in which a payment has been made to the attorney by a party who is later determined to be indigent, the state will reimburse the attorney for the total number of hours expended on the case, less any payments received from the party for fees incurred prior to the determination

of indigence. The payment calculation is at the allowed Chief Justice Directive and/or Chief Justice Order hourly rate applicable to when the activity occurred.

- G) Attorneys shall maintain records of all work performed relating to court appointments and make all such records available to the Judicial Branch for inspection, audit, and evaluation in such form and manner as the Branch in its discretion may require, subject to attorney/client privilege.
- H) The Judicial Department will review and respond promptly to any question or dispute concerning a bill received, submitted, or paid. However, due to research time and record retention limitations, there is a time restriction of two years for billing questions and disputes. The two-year restriction starts from the activity date (or date of service) that is in question. For prompt resolution concerning questions or disputes concerning hourly or contract payment requests, all questions and disputes must be directed to the local court or State Court Administrator's Office immediately when issues arise.

**Attachment F**  
**CJD 04-04**  
**Amended Effective July 2022**

**JUDICIAL PAID APPOINTMENTS**

**\* PROCEDURES FOR PAYMENT OF FEES AND EXPENSES \***

**GENERAL INFORMATION**

These procedures apply to requests for payment of fees and expenses for court-appointed counsel, other appointees, and investigators paid by the Judicial Department on an hourly basis. Payment requests shall be submitted via the Department's online CAC System (CACs) in accordance with the policies and procedures set forth by the State Court Administrator's Office or, if an exception has been granted pursuant to Section V.C.4. of this Chief Justice Directive, by using the standardized "Colorado Judicial Department Request and Authorization For Payment of Fees" form JDF207 (Judicial Department Form). Completion, including attachments, should adhere to the procedures described below. Requests for payment that do not include the necessary information will be returned to the appointee or to the court for completion or correction.

All appointees, both hourly and contract, who have not yet received payment from the Judicial Department must submit a completed W-9 form and, if applicable, an "Authorization to Pay a Law Firm" form before a payment can be issued. Payments are issued/submitted to whomever the attorney has authorized and approved on W-9 and "Authorization to Pay a Law Firm" forms. Therefore, if an attorney is no longer with the law firm indicated on a prior W-9 and/or Authorization to pay a Law Firm, he/she must complete a new form(s) and submit them to the State Court Administrator's Office. The forms are available from the court or from the State Court Administrator's Office by e-mailing [CACpayments@judicial.state.co.us](mailto:CACpayments@judicial.state.co.us). To change only the mailing address, send the address change to the Colorado Judicial Department, 1300 Broadway, Suite 1200, Denver, CO 80203, or call for e-mail instructions.

Billing for Representation of Client with Multiple Cases: When billing for multiple cases in representation of the same client (i.e., companion cases), the appointee should work with the State Court Administrator's Office to ensure the appointments/cases are designated as "concurrent" for billing purposes. Appointees must use the "Concurrent Appointment Notification" form, which is available from the State Court Administrator's Office upon request. This applies to situations in which activity occurs simultaneously in the representation of the party across the multiple cases (example: the appointee attends a single court hearing during which more than one of the client's cases is discussed) and allows for the activity to be billed once via a "master" case. Cases in which the appointee's activity does not overlap multiple cases should not be billed concurrently and should instead be billed by submitting separate invoices for each respective case.

When an attorney is appointed to continue on a case for the purposes of appeal, payment shall be on an hourly basis even if the original appointment was on a contract, flat fee basis.

## **A. PROCEDURES FOR BILLING**

### **1. Detail of Itemized Billing**

Itemized detail is to be submitted through CACS. If an exception has been made and the JDF207 is being used, time sheets must be attached to support the summarized hours billed. Time must be described in sufficient detail to justify the amount of time spent on the activity. Time reported must include all time spent between the beginning and ending dates of the billing and must be in chronological order. Time sheets must be legible – preferably typed. Expenses must be described. A sample itemization is shown on the next page.

**Rates may vary pursuant to Chief Justice Directive or Order. The appointee should contact the local district court, State Court Administrator’s Office or visit the web site at [www.courts.state.co.us](http://www.courts.state.co.us) if there is a question concerning the current authorized rates.**

- a. The billing detail and itemization needs to include a date, distinguish between out-of court and in-court time, and a description of service performed. Time must be billed in *tenths* of an hour using the decimal system. One-tenth of an hour is equal to six (6) minutes. For example, 12 minutes is charged as 0.2 hours.
- b. Mileage itemization must include the date of the trip, the purpose of the trip, and the number of miles traveled for each trip.

### **2. Other Attachments**

- a. Investigators must include the order of appointment appointing the attorney for whom the investigator is working, the court’s order authorizing an investigator, and the amount of expenses the investigator may incur.
- b. If the total fee request (including past payments and the current invoice) exceeds the maximum fee allowed by this Directive as specified in Attachment D(2), a copy of the court’s order authorizing fees beyond the maximum must be submitted. Submitting this copy once is sufficient as long as subsequent billings remain within the newly authorized amount.
- c. If total expenses exceed \$50, all receipts or invoices for those expenses must be submitted with the invoice. If using CACS online billing, submit the receipts to the local court and clearly indicate the case number and billing time frame for which the receipts relate.
- d. All receipts for any expenses outside of the guidelines and an explanation for the additional costs must be submitted.

*John Sample, Attorney at Law*

| <b>Date</b> | <b>Activity</b>                          | <b>In-court</b> | <b>Out-of-court</b> | <b>Paralegal</b> |
|-------------|--|-----------------|---------------------|------------------|
| 07/06/2023  | Court appearance:<br>Contempt Citation   | 0.4             |                     |                  |
| 07/06/2023  | Conference with client                   |                 | 1.1                 |                  |
| 08/05/2023  | Review motions                           |                 | 0.5                 |                  |
| 08/09/2023  | Court appearance                         | 0.3             |                     |                  |
| 08/10/2023  | Meet with client                         |                 | 1.0                 |                  |
| 08/11/2023  | Prepare motion                           |                 |                     | 0.2              |
| 09/07/2023  | Travel to court round trip<br>(57 miles) |                 | 1.4                 |                  |
| 09/07/2023  | Conf. with client in<br>custody          |                 | 1.0                 |                  |
| 09/07/2023  | Draft motion                             |                 |                     | 0.2              |
| 09/14/2023  | Contempt Hearing                         | 0.3             |                     |                  |

Dates of service 07/06/23 – 09/14/23 Total hours 1.0                      5.0                      0.4

| <b>SUMMARY OF FEES</b>               | <b>Activity:</b>  | <b>Fee<br/>Amount</b> |
|--------------------------------------|---|-----------------------|
|                                      | 6.0 hours @ \$100 per hour  | \$600.00              |
|                                      | 0.4 hours @ \$42 per hour   | \$16.80               |
|                                      | <b>TOTAL FEES</b>   | <b>\$616.80</b>       |
| <b>TOTAL MILEAGE</b>                 | 57 miles @ \$0.50 per mile (or rate defined<br>by §24-9-104 C.R.S.) | <b>\$28.50</b>        |
| <b>SUMMARY OF OTHER<br/>EXPENSES</b> | Copies: case file = 12 pages @ \$0.25                               | \$3.00                |
|                                      | Postage   | \$0.50                |
|                                      | <b>TOTAL OTHER EXPENSES</b>   | <b>\$3.50</b>         |
|                                      | <b>TOTAL BILLING</b>  | <b>\$648.80</b>       |

**COMPLETION OF THE JDF207 (Hourly Billing if not billing online)**

Completion of the JDF207 form is required by the Judicial Department for payment of court appointees appointed on an hourly basis unless the appointee has been authorized to invoice using CACS (online system). The appointee should keep a copy and submit the original plus one copy. All applicable sections of the form should be completed as indicated in the instructions. Attach all required documents before submitting to the local court. All incomplete Requests for Payment will be returned to the appointee for correction(s).



**Section I.**

Enter the case number of the charges being billed. When billing for multiple cases in representation of the same client (i.e., companion cases), enter all applicable case numbers. If the bill is for appellate charges, include the appeal case number and the original case number being appealed.

Include the name and number of person/(s) represented, the name of the case, applicable county, name of appointing judge/magistrate and current judge/magistrate. Indicate if the case jurisdiction is district or county.

**Section II.**

Enter all applicable appointee information, attorney registration number, name, complete address, phone, fax, e-mail. If the address has changed, check new address box. For more information concerning changes, review the General Information section in this attachment.

The Social Security Number or Tax Id Number must be included on each JDF207 (for more information concerning authorized payee changes, review the General Information section in this attachment).

Indicate the appointment date, if you are an original or substitute appointee, if the case has or has not gone to trial, if the case was originally under contract. If originally under contract, explain why an hourly bill is being submitted and the date circumstances changed resulting in hourly billing.

**Section III.**

Indicate the type of representation provided.

**Section IV.**

Indicate the authority/statute title allowing for the appointment. This is indicated on the original appointment form/order.

**Section V.**

The indigency status of the person represented must be noted. If the person is found indigent, use the date of determination. If the person is not indigent, indicate which statement is applicable to the party represented and if reimbursement is to be ordered by the presiding judge. This information is usually included in the order of appointment or may be found in the application for court-appointed counsel (form JDF208) or another affidavit of indigence, as requested by the court.

**Section VI.**

Under this section all charges are to be summarized.

For the activity *from date*, enter the first chronological date of activity billed from the itemized detail document. For the activity *to date*, enter the last chronological date in which activity occurred as itemized in the detail document. Group the *start* and *to date* for activities in which the effective date of the rates (as set by Chief Justice Directive or Chief Justice Order) are the same.

Instructions for summarizing attorney hours and fees are located on the reverse side of the Request and Authorization for Payment of Fees form (JDF207) #5.

For non-attorney billing activity, summarize all non-attorney hours by category. Next, apply the rate as set by Chief Justice Directive or Chief Justice Order and enter the total charge requested in the right column. Summarize all expenses by type, apply the correlating rates and/or receipts and enter the total charge per category. Charges must correspond to attached receipts.

Total all charges and calculate total amount billed.

Include all prior amounts invoiced for the appointment in the “Total Amount Previously billed” line, (excluding the current request).

Determine the cumulative total of fees charged by appointee for the case by adding the “Total Amount Previously billed” plus the current request amount. If the cumulative total is over the authorized maximum, check the indicator box “Exceeds allowed maximum”. Include the Motion to Exceed Maximum and the approved Order to Exceed Maximum (if possible, this should be judge/magistrate pre-approved and not requested after services are performed).

**Appointee signature and date are required.**

**If this is the final bill, check the “Final Bill” box.**