

Sue Sevon
Churchill Appointed Counsel
Program Administrator

Policy on Attorney Billing

Churchill Appointed Counsel Administrator (CACPA) has developed the following policy regarding attorney billing in appointed cases. This policy is subject to changes as is deemed appropriate by DIDS Regulations and Churchill County.

All overhead expenses, secretarial expenses, expenses for stationery or supplies, computer equipment, subscriptions, or programs, preparation and review of bills and/or requests for approval of expenses, clerical time for photocopying, opening files, calendaring dates, and other items that are administrative or a cost of doing business are not compensable. (It is acceptable to bill for reasonable legal research time.)

CACPA will not approve reimbursement for facsimiles, cell phone calls, parking fees, or mileage to and from local workplaces or local courthouse, etc.

CACPA will reimburse for: (1) reasonable legal research time; (2) mileage traveled outside your normal city of work at the current Government established rate/mile; (3) copies at \$0.15/page (or other reasonable amount, supported by receipt); (4) reasonable postage; (5) collect calls from an appointed client from a correctional facility and (6) attorney's travel time (subject to terms of county contracts).

All reimbursements must be accompanied by detailed documentation/receipts, etc.

All requests for payment should be submitted based on individual case assignment and no later than 15 days after the month the work was performed in to ensure timely payment. Documents related to billing or reimbursement are on the DIDS website: dids.nv.gov under the Churchill County section. They also can be requested by e-mailing the CACPA at sevonconsulting@gmail.com

The appearance of more than one attorney in all non-capital cases must be done in compliance with the county plan and approved by CACPA in advance. Request forms are on the DIDS website: dids.nv.gov under the Churchill County section. They also can be requested by e-mailing the CACPA at sevonconsulting@gmail.com

For any concerns or questions regarding acceptable billing practices, please make specific inquiry to CACPA at sevonconsulting@gmail.com prior to submitting request for payment.