

## **INSTRUCTIONS FOR COMPLETING DETAILED ITEMIZATION FORMS FOR INDIGENT PAROLEE PROGRAM**

- All items must be completed in order to ensure prompt processing.
- Signed original Detailed Itemization forms and Claim for Payment vouchers must be submitted.
- Multiple cases can be listed on one detailed itemization form page.
- Reported expenses must have been incurred and paid for.

### **Section I.**

County – Enter the name of the County that is seeking reimbursement.

### **Section II.**

Attorney – Enter the name of the representing Attorney.

Client – Enter the name of the defendant.

Dates of Service – Enter the start date and end date service was provided for the specific case.

Date of Disposition – Enter the date a decision was rendered or the last date of activity if the case was closed.

Number of Hours – Enter the total number of hours worked for the client. When computing time dedicated to each case, please round up in fifteen minute intervals (1-15 minutes = .25 hours, 16-30 minutes = .50 hours, 31-45 minutes = .75 hours, etc.).

Rate – Enter the applicable rate from the “Rates” chart.

Total – For each date of service listed, multiply across the number of hours times the rate to calculate the amount for each date of service.

Subtotal – Add down the “Total” column. This is the total amount you are seeking for reimbursement based on established rates.

### **Section III.**

Various program expenses such as postage, mileage, photocopying, telephone and transcripts are acceptable. Please itemize each type of miscellaneous expense.

#### **Section IV.**

Total Requested Reimbursement for Case - Add the *subtotal* amount from Section II and the *subtotal* amount from Section III together. This is the total amount the County is seeking for reimbursement of the case referenced in Section II.

The Total Requested Reimbursement for all cases should be carried forward to a single State Aid Voucher.

#### **Section V.**

Signature – Any authorized county official is acceptable.

Date – Date the form was signed.

Phone No. – List a phone number where questions regarding the completed form can be answered.

Title – Print the official title of the signatory.

E-mail – List an email where questions regarding the completed form can be answered.