

**Mark Appropriate Court:**

- Circuit Court of \_\_\_\_\_ County
- District Court of \_\_\_\_\_ County
- Alabama Court of Criminal Appeals
- Alabama Court of Civil Appeals
- Supreme Court of Alabama

Indicate if Original Charge is:

- Capital Case (or charge carrying sentence of life without parole)
- Class A Felony
- Class B Felony
- Class C Felony
- Other
- Appeal
- Petition for Writ of Certiorari
- Post-Conviction/Habeas Corpus

Limits

- (NO Limit) CC
- (\$4,000) FA
- (\$3,000) FB
- (\$2,000) FC
- (\$1,500) OT
- (\$2,500) AP
- (\$2,500) WC
- (\$1,500) PC

**Attorney Name (Please type or print)**

\_\_\_\_\_

\_\_\_\_\_

Social Security Number or FEIN

**STYLE OF CASE:** \_\_\_\_\_ v. \_\_\_\_\_

**NAME OF PARTY REPRESENTED:** \_\_\_\_\_

**CHARGE:** \_\_\_\_\_

Companion case numbers and charges or convictions: \_\_\_\_\_

The undersigned attorney declares that on (date) \_\_\_\_\_, the Honorable \_\_\_\_\_, Judge, appointed the undersigned to represent the above-named defendant or appellant, and on (date) \_\_\_\_\_ the case was heard by the Honorable \_\_\_\_\_, Judge. The case was disposed of by \_\_\_\_\_.

*(Please of guilty, conviction, acquittal, affirmance, reversal, cert. denied)*

In court Appearance (Trial Level or Post-Conviction Proceeding)	Total Hours _____	x	\$ 70.00 per hour =	_____
Out-of-Court Preparation (Trial Level or Post-Conviction Proceeding)	Total Hours _____	x	\$ 70.00 per hour =	_____
Preparation (Appellate Level)	Total Hours _____	x	\$ 70.00 per hour =	_____
Reimbursable Non-overhead Expenses up to \$300 (Receipts attached)	_____			
Reimbursable Non-overhead Expenses exceeding \$300 (Pre-approved by the Court and Receipts attached)	_____			

TOTAL CLAIM OF ATTORNEY \_\_\_\_\_

**NOTICE TO ATTORNEY:** Complete this form. Attach a copy of a complete itemization of in-court appearances; out-of-court preparation; preparation for appeals; and all reimbursable non-overhead expenses. Attach original invoice or receipt for all expenses and corresponding court orders. Make a copy of same for the court's record and a copy of your records. **This form and attachments must be received by the Office of Indigent Defense Services no later than 90 days from final disposition of the case.**

The undersigned attorney further declares that the above claim is true and correct and represents the services actually rendered by him/her as an attorney and the amount is due and payable. I further declare that the above claim is not a duplication of charges and expenses in any case (companion or otherwise).

Signature of Attorney \_\_\_\_\_ Date \_\_\_\_\_

Attorney Code \_\_\_\_\_

Mailing Address of Attorney  
*(please type or print) (including city, state, and zip code)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

I, the undersigned judge, hereby certify that the attorney presenting this claim provided representation in this matter and that said matter has been concluded. I am further of the opinion that this claim is reasonable based on the defense provided.

Judge's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO ATTORNEY AND JUDGE:** Sections 15-12-21 through 15-12-23, Ala. Code 1975, provide for the payment of attorney fees and extraordinary expenses incurred by counsel appointed to represent indigent defendants at the trial level, on appeal, and in post-conviction proceedings.

**TRIAL COURTS – WHEN THE FEE DECLARATION ONLY SEEKS REIMBURSEMENT FOR NON-OVERHEAD EXPENSES EXCEEDING \$300, THE JUDGE'S SIGNATURE IS NOT REQUIRED. SEND FEE DECLARATION DIRECTLY TO OFFICE OF INDIGENT DEFENSE SERVICES.**

**APPELLATE COURTS – WHEN THE FEE DECLARATION SEEKS REIMBURSEMENT FOR APPELLATE COURT SERVICES, THE APPELLATE JUDGE'S OR JUSTICE'S SIGNATURE IS NOT REQUIRED. SEND FEE DECLARATION DIRECTLY TO OFFICE OF INDIGENT DEFENSE SERVICES.**

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES OF THE ATTORNEY AND THE JUDGE (WHEN REQUIRED). THIS FORM WITH ATTACHED ITEMIZATION MUST BE SUBMITTED TO THE TRIAL COURT JUDGE FOR CERTIFICATION, AND THEN SUBMITTED TO THE OFFICE OF INDIGENT DEFENSE SERVICES.

**MAIL TO: Office of Indigent Defense Services, P.O. BOX 302602, Montgomery, Alabama 36130-2602.**