

Administrative Office of the District Courts

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TO: ATTORNEYS ACCEPTING FELONY APPOINTMENTS

FROM: JACK E. THOMPSON

DATE: APRIL 29, 2008

RE: GUIDELINES FOR EXPENSES INCURRED IN INDIGENT CASES TRIED IN THE DISTRICT COURTS

To ensure that payments are made in a timely manner, both in accordance with the Court's Order and the Auditors Office's requirements, the following guidelines must be followed:

1. Expenses subject to reimbursement:

All receipts must be itemized in detail. They must include the business name, each individual item's description and price, and the total purchase amount. This includes, but is not limited to, meal receipts, hotel bill, car rental, taxi fare, parking receipts, and airline tickets. *Credit card slips/receipts/bills that do not contain itemized charges will NOT be considered as adequate support and will not be reimbursed.*

2. Arrangements should be made prior to travel:

If an attorney wishes to travel, he must present a motion to the Court identifying the individuals who will be traveling and their itinerary. If the Judge grants the motion, the attorney must take a copy of the order to Debbie Lonon in the Administrative Office. Ms. Lonon will work with the attorney to coordinate the travel arrangements such as hotel, ground or airfare transportation. This procedure is highly recommended to avoid out of pocket expenses for the attorney, witness or expert.

3. Travel Reimbursement:

If travel is not pre-arranged, the attorney must present a motion to the presiding Court that details the travel expenses incurred for each individual and the payee reimbursement information. An invoice presented for payment **MUST** include a copy of the Court Order authorizing reimbursement of said expenses, all supporting documentation of detailed itemized receipts, and an affirmation statement from each individual for expenses incurred.

An IRS W-9 must be on file with the Auditor's Office for the defense witness or expert to be reimbursed. If there is not a W-9 form on file, then the individual must submit a completed w-9 form and attach to the claim for reimbursement