



487th District Court's Voucher Policy

1. Attorneys must file a motion and an attendant proposed order for investigator/mitigation/expert (hereinafter referred to collectively as “specialist”) funds PRIOR to incurring the expense. Please ensure an order authorizing such funds is signed by the Court BEFORE your specialist commences providing services.
2. If your specialist provides services exceeding the amount approved by the Court in an order, you must file a motion seeking approval of additional funds for the specialist and you must approach the Court to seek approval for additional funds BEFORE your specialist incurs additional expenses.
3. Interim vouchers are accepted **ONLY for 2nd degree, 1st degree, and Capital cases** starting after **six (6) months** from the attorney’s initial appointment, and at six (6) month intervals thereafter until the case is resolved, the defendant bond forfeits/their bond is revoked, or the attorney withdraws as counsel on the case.
4. Vouchers for non-attorneys and attorneys must be submitted on separate vouchers. Vouchers for the attorney and any specialist should not be combined into one voucher.
5. The court will not compensate specialists for lunch or other food related costs.
6. Mileage is the form of compensation for time spent driving to a location. The Court will not approve the equivalent of the specialist’s hourly rate for time spent on the road.
7. Do not approach the Court regarding the status of approval of a voucher prior to the expiration of 14 days from the filing of the voucher.

*Failure to comply with this policy may lead to the rejection of your voucher. Any exceptions to the Court’s voucher policy requires a showing of good cause and the attorney **MUST** approach the Court and receive prior approval before submitting the voucher.*