

# OAC PANEL CASE PROCEDURES

## HOW TO SUBMIT ANCILLARY SERVICE REQUESTS, ANCILLARY SERVICE BILLS, & ATTORNEY BILLS

(Revised February 9, 2018)

### I. SUBMITTING ANCILLARY SERVICE REQUESTS

- 1) Go to the “Forms” page of our OAC website at <http://www.sdcounty.ca.gov/oac/forms.html> and download the Word version of our Ancillary Services Request form. You may wish to save it as a template to be used for all your Ancillary Service Requests. We also have a PDF version available, but we prefer that you use the Word version. Once the PDF version has been edited and saved, its content can no longer be edited. The latest versions of WordPerfect can easily open Word documents and can even save documents in the Word doc format, so WordPerfect users should still be able to use the Word version of this form without difficulty.
- 2) Complete all sections of the form if this is the first request submitted on a case. The request will be rejected if all required sections have not been completed. Areas to pay close attention to:
  - a. Include an hourly work estimate where appropriate. Please refer to the Ancillary Service Rates document (Exhibit F) on the Forms page of the OAC website if you are not familiar with the standard allowable rates for ancillary expenses. Other non-standard rates may be approved by OAC as necessary but will require additional justification.
  - b. Be as descriptive as possible in sections I-III where you provide a summary of the prosecution case, the defense view of the case & goals, and a justification statement for the type of expenditure.
- 3) Please submit your completed Ancillary Service Request as a Word document attached to an e-mail message sent to [OAC@sdcounty.ca.gov](mailto:OAC@sdcounty.ca.gov). This helps us greatly because we can then cut and paste from your request form into our database instead of retyping the information.
- 4) If you should have any further questions regarding the Ancillary Service Request Form, please e-mail OAC at [OAC@sdcounty.ca.gov](mailto:OAC@sdcounty.ca.gov).

- 5) Once the form is received and approved by OAC, an expense authorization PDF form which includes a **tracking number** will be e-mailed to you for your records.
- 6) Please provide the e-mail address of your provider on each Ancillary Service Request, so OAC can e-mail the provider proof the authorization is approved at the same time we e-mail proof to you. Once again, you will receive a PDF file you can save that contains a unique **tracking number**.
- 7) This **tracking number must be referenced on the provider's invoice** when submitted for payment.

**8) OAC WILL NOT PAY FOR ANCILLARY SERVICES THAT ARE NOT PRE-APPROVED. MAKE SURE YOU OBTAIN APPROVAL BEFORE INCURRING THE COST. TELL THE SERVICE PROVIDER NOT TO EXCEED THE APPROVED FUNDING LEVEL.**

**9) MISCELLANEOUS EXPENSES RELATED TO INVESTIGATIONS:** Investigators should **include within their invoice** the mileage (45 cents per mile), parking costs, copy costs, applicable tolls, and/or other miscellaneous expenses, related to their investigation. If the amount of these miscellaneous expenses will exceed the total dollar amount authorized, the investigator should contact the attorney—so another ancillary service request is submitted—and approved by OAC. The investigator and/or other provider should not do the work above what is authorized since OAC will **only pay for ancillary services that are pre-approved**.

**10) PROVIDER INFORMATION:** OAC has a comprehensive list of local service providers we recommend you utilize. If you require assistance in the selection of an appropriate provider, you may send an e-mail message to OAC for assistance at [OAC@sdcounty.ca.gov](mailto:OAC@sdcounty.ca.gov) or call the OAC office at 619-338-4800.

**11) NEW PROVIDER REQUIREMENTS:** Under exceptional circumstances, counsel may request a provider not previously approved for use by OAC when an Ancillary Service Request is submitted. Before OAC will consider the request, counsel must always e-mail or fax the CV of the new provider concurrently with the Ancillary Service Request. **Before an Ancillary Service Request is processed for a new provider, the new provider must mail or hand deliver to OAC:**

- ✓ An **original** signed IRS W-9 Form and FTB Form 590 (for California residents – an FTB Form 587 is required for non-residents. (download the forms from OAC's website and send them to the provider for completion & submission to OAC);

- ✓ For billing purposes, the Federal Tax ID, current name, address, office phone & fax numbers, and preferred e-mail address of the new provider.

These required documents should be sent to: [oac@sdcounty.ca.gov](mailto:oac@sdcounty.ca.gov).

## II. BILLING PROCEDURES

### A. Submitting Bills for Ancillary Services

1) Attorneys must complete, date, and sign an **original OAC Ancillary Services Billing Form 8**. Obtain this form from the “Forms” page of our website at <http://www.sdcounty.ca.gov/oac/forms.html>.

2) An **original invoice** must also be submitted with Form 8, and it is counsel’s responsibility to verify each invoice contains the following information:

- a. Name of Provider
- b. Address of Provider
- c. Phone number of Provider
- d. Date of Invoice
- e. OAC’s tracking number
- f. Invoice Number (this number must be unique for each invoice submitted)
- g. Description of Services Provided
  - ✓ If the service provided is billed at an hourly rate, an itemized list of work completed must be provided by the hour.
  - ✓ Billing should be rounded to the tenth of an hour.
- h. Invoice due amount or Grand Total in dollars

**Note: If an invoice is submitted to OAC without the above information it will be rejected.**

**Note:** Owing to the accounting procedures of San Diego County’s Auditor & Controller, a signed original of the OAC Ancillary Services Billing Form 8 and the service provider’s invoice must be delivered to OAC. Please do not fax and/or e-mail these documents.

3) OAC now pays the ancillary service providers directly on all cases, so the attorney will not need to go through a process of first depositing the ancillary

service provider's fee to a trust account and then paying the ancillary service provider out of the attorney's trust account.

## **B. Submitting Bills for Attorney Services**

- 1) Attorneys must sign and date an **original OAC Attorney Billing Form**. These forms can all be downloaded from the Forms page of our website at <http://www.sdcounty.ca.gov/oac/forms.html>. There are a variety of OAC attorney billing forms. The most commonly used form for billing adult cases is Attorney Billing Form 1. There are also special attorney billing forms on our website for juvenile cases. OAC no longer accepts billings submitted on old PCC forms.
- 2) An original signature from counsel is required on the OAC Attorney Billing Form for processing of payment.
- 3) The OAC Panel Attorney Fee Schedule (Exhibit G) is posted on our website to assist in determining the correct amount to bill for each type of case.
- 4) Counsel must submit copies of the applicable minute orders and/or other court documents supporting each request for payment. Originals of these court documents are not required.

**Caveat:** Owing to the accounting requirements of San Diego County's Auditor & Controller, each OAC Attorney Billing Form submitted must be a signed and dated **original**. You may send these forms to OAC via U.S. Mail or hand-deliver them to OAC. Please do not fax and/or e-mail Attorney Billing Forms. In addition, please do not send duplicate bills as this may delay processing. If you need to check the status of a bill you have submitted, please call OAC so we can research it for you.