

# OAC PROBATE CASE PROCEDURES

## HOW TO SUBMIT ANCILLARY SERVICE REQUESTS AND ANCILLARY SERVICE BILLS

[Revised 11/14/2017]

### I. SUBMITTING ANCILLARY SERVICE REQUESTS (ASR)

- 1) Go to the "Forms" page of our OAC website at <http://www.sdcounty.ca.gov/oac/forms.html> and download our Ancillary Services Request form. You may wish to save it as a template to be used for all your Ancillary Service Requests.
- 2) Complete all sections of the form; 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 both sections of the ASR. Please provide a summary of the case and goals, and a justification statement for the type of expenditure.
  - c) Please attach your ancillary service request and **proof of appointment (or court order approving attorney fees)** to an email and submit it to [OAC@SDCounty.CA.Gov](mailto:OAC@SDCounty.CA.Gov)
- 3) 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)
- 4) Once the form is received and approved by OAC, an expense authorization PDF form, which includes a tracking number, will be emailed to you for your records. Take note of the tracking number; you will need it when completing an OAC-8 form (used for submitting the provider's invoice). OAC will also email a copy of the authorization to your provider via the email address you provide on the ASR form.
- 5) **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.**
- 6) **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 can be 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.

- 7) **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 contact OAC's Director or Staff Attorney for assistance at 619-338-4800.
- 8) **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 fax or e-mail to OAC a completed and signed IRS W-9 and FTB CA 590. Both forms can be found on our website. These forms can be faxed or emailed to OAC but the originals must be received by OAC prior to payment of the provider's invoice.

## II. BILLING PROCEDURES

- 1) Attorneys must complete, date, and sign an **original OAC Ancillary Services Billing Form 8 (OAC-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
- 3) **Note: If an invoice is submitted to OAC without the above information it will be rejected.**
- 4) **Note:** Owing to the accounting procedures of San Diego County's Auditor & Controller, a signed original of the OAC-8 and the service provider's invoice must be delivered to OAC. Please do not fax or email these documents.
- 5) OAC 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.