

REQUIREMENTS FOR REIMBURSEMENT
ATTORNEY FEE SUBMISSION GUIDELINES FOR
FAIRFIELD COUNTY COMMON PLEAS COURT

To be compensated for court appointed attorney fees, the following items must be submitted within 30 days from the termination of the case to the Judge who presided over the case:

1. Motion, Entry, and Certification for Appointed Counsel Fees (OPD Standard Form)
 - 1 original (unstapled)
 - 2 copies (stapled)
 - These forms must include your county vendor number in the top right-hand corner of the fee form
2. Fee Statement (OPD Standard Form)
3. Financial Disclosure Form (front and back)
4. A copy of journal entry of extraordinary fees (*only when necessary*)

The following items **DO NOT** need to be included with attorney fees.

1. Arraignment Acknowledgements and Magistrate's Findings Form or other appointment notice
2. A separate detailed itemized billing statement generated by attorney's office software (*unless requested by the Court*)
3. E-mail correspondence between attorney and court staff