

**CHAPTER 1 - INTRODUCTION..... 1-1**

- I. SUMMARY OF THE FINANCIAL ELIGIBILITY GUIDELINES ..... 1-1
- II. IMPACT ON THE COURTS ..... 1-2

**CHAPTER 2 - GUIDELINES FOR DETERMINING ELIGIBILITY FOR COURT-APPOINTED COUNSEL ..... 2-1**

- I. STATUTORY PROVISIONS ON THE RIGHT TO COUNSEL..... 2-1
- II. GENERAL POLICIES ..... 2-2
- III. PROCEDURES FOR DETERMINING ELIGIBILITY OF AN ADULT FOR COURT-APPOINTED COUNSEL ..... 2-2
- IV. USE OF THE FINANCIAL ELIGIBILITY GUIDELINES ..... 2-4
  - A. Presumption of Indigency ..... 2-4
  - B. Financial Resources..... 2-4
  - C. Net Income ..... 2-4
  - D. Assets..... 2-4
  - E. Exceptional Expenses ..... 2-5
  - F. Indigency Formula ..... 2-5
  - G. Exceptional Circumstances ..... 2-5
- V. PROCEDURES FOR DETERMINING ELIGIBILITY OF A JUVENILE FOR COURT APPOINTED COUNSEL..... 2-6
- VI. DC-333, FINANCIAL STATEMENT - ELIGIBILITY DETERMINATION FOR INDIGENT DEFENSE SERVICES ..... 2-7
- VII. ELIGIBILITY DETERMINATION ..... 2-8
- VIII. PRESUMPTION OF INDIGENCY..... 2-8
- IX. FINANCIAL RESOURCES ..... 2-8
  - A. Net Income ..... 2-8
  - B. Assets..... 2-8
  - C. Exceptional Expenses..... 2-8
- X. INDIGENCY FORMULA..... 2-9
- XI. EXCEPTIONAL CIRCUMSTANCES..... 2-9

**CHAPTER 3 - PROGRAMS FOR HANDLING ADVISEMENT/APPOINTMENT OF COUNSEL AND INDIGENCY DETERMINATION PROCEDURES ..... 3-1**

- I. USE OF THE MAGISTRATE’S OFFICE ..... 3-1
- II. USE OF PROBATION COUNSELORS IN THE COURT SERVICE UNIT ..... 3-3
- III. USE OF COURT VOLUNTEERS ..... 3-3
- IV. OTHER OPTIONS AVAILABLE TO THE COURT ..... 3-5

**CHAPTER 4 - SUGGESTED PROCEDURES FOR APPOINTMENT OF COUNSEL/MAINTAINING ATTORNEYS LISTS..... 4-1**

- I. INTRODUCTION ..... 4-1
- II. APPOINTMENT OF COUNSEL IN CAPITAL CASES ..... 4-3
  - A. Standards for Counsel in Capital Cases ..... 4-4
  - B. Trial Counsel ..... 4-4
  - C. Appellate Counsel ..... 4-5
  - D. Habeas Corpus Counsel..... 4-5

**CHAPTER 5 - GUIDELINES FOR PAYMENT OF COURT-APPOINTED COUNSEL FEES AND EXPENSES..... 5-1**

- I. INTRODUCTION ..... 5-1
- II. STATUTORY COMPENSATION FOR COURT-APPOINTED ATTORNEYS ..... 5-4
  - A. District Court..... 5-9
  - B. Circuit Court..... 5-11

**CHAPTER 6 - RECOVERY OF COURT-APPOINTED COUNSEL AND PUBLIC DEFENDER COSTS ..... 6-1**

- I. INTRODUCTION ..... 6-1
- II. RECOVERY OF COURT PUBLIC DEFENDER COSTS ..... 6-2

**CHAPTER 7 - GUIDELINES FOR PAYMENT OF GUARDIANS *AD LITEM* FOR CHILDREN ..... 7-1**

- I. INTRODUCTION ..... 7-1
- II. SCOPE OF LEGISLATIVE POLICY ..... 7-1

III. NOTICE TO PARENT (OR OTHER PARTY WITH A LEGITIMATE INTEREST) ..... 7-2

IV. COMPENSATING THE GUARDIAN *AD LITEM* ..... 7-2

V. DETERMINING WHO SHOULD PAY ..... 7-3

VI. DETERMINING WHEN TO ASSESS ..... 7-3

VII. DETERMINING THE ABILITY TO PAY ..... 7-4

VIII. ORDERING PAYMENT OF THE ASSESSMENT; DUE DATE ..... 7-5

IX. COLLECTION OF THE ASSESSMENT ..... 7-5

**CHAPTER 8 - GUIDELINES FOR PAYMENT OF GUARDIANS *AD LITEM* FOR INCAPACITATED ADULTS..... 8-1**

**APPENDIX A - FORMS ..... A-1**

I. DC-40, LIST OF ALLOWANCES ..... A-1

    A. Front ..... A-1

    B. Reverse ..... A-2

II. DC-40A, APPLICATION FOR AND APPROVAL/DENIAL FOR WAIVER OF FEE CAP ..... A-3

    A. Front ..... A-3

    B. Reverse ..... A-4

III. DC-51, ROTATION LIST COURT APPOINTED ATTORNEY ..... A-5

IV. DC-52, PUBLIC DEFENDER TIME SHEET ..... A-6

V. DC-533, ASSESSMENT/PAYMENT ORDER ..... A-7

VI. ATTORNEY TIME SHEET ..... A-8

**APPENDIX B - CHARTS ..... B-1**

I. GUARDIAN AD LITEM FEES AND EXPENSES ..... B-1

II. ELIGIBILITY FOR COURT-APPOINTED COUNSEL ..... B-1

**APPENDIX C – CHART OF ALLOWANCES ..... C-1**

**APPENDIX D – MANUAL UPDATES ..... D-1**