

**WOOD COUNTY COMMON PLEAS COURT
GENERAL DIVISION
ONE COURTHOUSE SQUARE
BOWLING GREEN OH 43402**

MATTHEW L. REGER

Judge

MARY "MOLLY" L. MACK

Judge

ALAN R. MAYBERRY

Judge

Mary M. Bodey
Court Administrator
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TO: APPOINTED COUNSEL IN THE GENERAL DIVISION OF THE
WOOD COUNTY COMMON PLEAS COURT

FROM: JUDGE MATTHEW L. REGER
JUDGE MARY "MOLLY" L. MACK
JUDGE ALAN R. MAYBERRY

DATE: January 18, 2019

RE: MOTION, ENTRY, AND CERTIFICATION FOR APPOINTED
COUNSEL FEES

The Board of Commissioners of Wood County, Ohio adopted a new Schedule of Fees for Appointed Counsel on July 23, 2015. Appointed counsel fee bills submitted to the Court will be eligible for the fees established in the Resolution.

The Office of the Ohio Public Defender reimburses Wood County for a portion of their appointed counsel costs. Wood County must send the completed Motion, Entry, and Certification for Appointed Counsel Fees form to the Office of the Ohio Public Defender for reimbursement. In order to comply with the deadlines imposed on the County for requesting reimbursement, our Auditor has established 30 days after the date in which the case is finally disposed of or terminated as their deadline to receive the completed form from the Court. **Your completed counsel fee form must be submitted to the Court no later than 20 days after the date in which the case was finally disposed of or terminated. If the form is not timely submitted your fees may be reduced by the amount of reimbursement the County will not receive due to late submission.**

To receive reimbursement, the County must ensure that all necessary materials are correctly completed and submitted to the Office of the Ohio Public Defender within the allowable time limits. Therefore, please review the forms to make sure that they are complete. Most often forms are returned to counsel because the summary of charges,

hours, expenses, and billing section or the financial disclosure/affidavit of indigency section has not been completed correctly and/or signed.

When completing the form, please keep in mind the following:

1. The Financial Disclosure/Affidavit of Indigency form **must** be filed with the Court immediately upon appointment. A file-stamped copy **must** be attached to the Motion for payment of fees.
2. When representing an individual on more than one charge, the Ohio Public Defender requires all such billing for companion cases to appear on **one** Motion, Entry, and Certification form. If the fees then exceed the maximum, a Motion for extraordinary fees may be filed with the Court and, if approved, **the Entry granting those fees must be attached to the form.**
3. Payment for experts and transcript expenses shall be made when a Motion is submitted to the Court, the Judge determines the amount to be reasonable, **AND the Judge approves the expense in advance of incurring the expense.** A file-stamped copy of the Financial Disclosure/Affidavit of Indigency **must** be attached to the Motion for payment of expenses.
4. The Court does not pay mileage from your home or office to Wood County.
5. The Office of the Ohio Public Defender will deny reimbursement to the County if the itemized hours indicate a time gap between the last date in court and the disposed of date listed or the last date billed. A copy of the Court's Entry or Court docket showing court action without a court appearance must be attached in order to justify the apparent delay in billing. **The time to complete the Motion, Entry and Certification for Appointed Counsel Fees is NOT billable. The disposition date must be the date the case was disposed of, NOT the date you are completing the form.**

We appreciate your cooperation and assistance in the timely filing of appointed counsel fee forms with the Court.