# ASSIGNED COUNSEL EXPENDITURE REQUEST FORM

Mail to:  Charles S. Martin, Esq.
          Assigned Counsel Coordinator
          Martin & Associates
          P.O. Box 607
          Barre, VT  05641
          (802) 479-0568

FROM:

NAME _____   FIRM _____

ADDRESS _____   PHONE _____

_____   DATE OF REQUEST _____

_____   COURT/DOCKET _____

CASE NAME _____   CHARGES _____

REQUEST FOR APPROVAL FOR (INCLUDE NAME AND ADDRESS OF SERVICE
PROVIDER, IF APPLICABLE) _____

_____

_____

JUSTIFICATION _____

_____

3<sup>RD</sup> PARTY EXPENSES:  _____   TOTAL REQUESTED _____   HOURLY RATE _____

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## ACTION OF ASSIGNED COUNSEL COORDINATOR

DATE _____

COMMENTS _____

_____

_____

REQUEST APPROVED ____   REQUEST DISAPPROVED ____   AS MODIFIED _____

## Directions for Expenditure Request Form

Pursuant to Administrative Order No. 4, assigned counsel must receive <u>prior written approval</u> from the Assigned Counsel Coordinator (ACC) for the following:

- Partial payment of compensation and expenses;

- Payment in excess of maximum compensation for attorney services;

- Expenses for services provided by persons other than assigned counsel (e.g., court reporters, paralegal/investigators, expert witnesses). Be sure to include both the name and address of the service provider.

Both contract and alternate assigned counsel must fill out this form and submit it to the ACC, Charlie Martin, at least two weeks in advance of needed approval. Please allow one week for response. Routine requests can be processed by mail. Telephone contact is encouraged to discuss special situations or strategy.

The ACC does not keep a copy of this form, there:

1. This form, approved by the ACC, must be attached to bills of third party providers and sent by you to: Office of the Defender General, 6 Baldwin Street, 4$^{th}$ Floor, Montpelier, VT 05633-3301 (telephone 802-828-3168). Such bills will not be paid otherwise. Be certain that the bill contains the case name and docket number, and that you have signed and dated your signature.

2. If your debenture reflects excess of interim compensation, this expenditure request form must be attached to the debenture when sent to the ACC for payment.