



STATE OF ALABAMA
Department of Finance
Office of Indigent Defense Services

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Robert Bentley
Governor

Chris E. Roberts
Director

Bill Newton
Acting Director of Finance

MEMORANDUM

To: All Indigent Defense Attorneys

From: Chris E. Roberts *CR*
Director of Indigent Defense Services

Date: July 14, 2015

Re: To establish reasonable times allowances for certain standard billing entries

Pursuant to Act No. 2011-678, appointed counsel shall be entitled to receive for their services a fee to be certified by the trial court. The amount of the fee shall be based on the number of hours spent by the attorney in working on the case and shall be computed at the rate of seventy dollars (\$70) per hour for the time reasonably expended on the case. It has been determined by OIDS that reasonable maximum times should be established for certain standard procedures routinely occurring in cases. The maximum times are set out below and are derived from average billing practices of attorneys in regard to these specific activities.

Letter	.3 hour
Discovery Motion	.5 hour
Email to	.1 hour
Email from	.1 hour
Notice of Appearance	.5 hour
Motion to Continue	.5 hour
404(b) Request	.5 hour
Notice of Appointment	.1 hour
Motion to Withdraw	.5 hour
Preliminary Hearing Request	.5 hour
Calendar	.1 hour
Review Order	.3 hour
Open/Close/Bill File	.5 hour

Counsel may deviate above the listed maximum amounts when billing for these activities but such deviation should be accompanied by an explanation for the extra time. Said explanation shall be included in the electronic billing section related to the time entry.