

## **Non-Reimbursable Expenses**

The SPD will not reimburse attorneys for these expenses. Expense rules also apply to expenses incurred by experts and investigators.

### **Attorney time**

- 1. Contact with the SPD on case appointment and other administrative issues.**
- 2. Work done prior to date of appointment**
- 3. Work done which is primarily secretarial or administrative in nature.**
- 4. Completion of all SPD forms (including all billing forms, expense requests, etc.).**
- 5. Work done by an attorney other than the appointed attorney.  
*\*Except that an SPD-certified attorney may, with the client's consent, substitute at a routine appearance (i.e., no evidence taken, no testimony, no significant legal argument, and no disposition, including plea bargaining).***
- 6. Uncompleted phone calls.**
- 7. Time spent appealing our payment decisions.**
- 8. Time spent for court appearances when the attorney is appearing in response to a claim of ineffective assistance of counsel.**

### **Expenses**

- 1. Office overhead, such as in-office photocopying (except as noted above), secretarial and paralegal time, local telephone calls, local in-office faxing, and postage (except as noted above).**
- 2. Duplication of the case file.**
- 3. Transcript preparation fees which are payable by the state or county (e.g. state appeals).**
- 4. Process service fees without prior approval.**
- 5. Client transportation and costs to purchase clothing for clients.**
- 6. Costs associated with an appeal of our payment decisions.**
- 7. Costs associated with ineffective assistance of counsel claims against the attorney.**
- 8. Costs associated with late payment to an expert or investigator.**