

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE
PAYMENT VOUCHER INSTRUCTIONS**

The following instructions pertain to requests for payment of attorney fees, investigator fees and other appropriate court or county charges.

Section A. General Information:

1. Complete the following information:

- a. The name and address of the claimant/vendor.
- b. The claimant's Superior Court or County of Riverside vendor number.* If a vendor number has not been established, please access the appropriate link below to establish a vendor number with either the Superior Court or the County of Riverside before submitting voucher for payment.

Establish a Superior Court vendor number:

http://riverside.courts.ca.gov/acct_payeedatarecord_form.doc

Establish a County of Riverside vendor number:

<http://riverside.courts.ca.gov/instructionforvendor.pdf>

**Attorneys and others providing services for Probate, Conservatorship, Guardianship and Criminal defense (PC §§ 987.2 and 987.9) matters must provide a County of Riverside vendor number.*

- c. The case number, including the case prefix.
- d. The case type (e.g., Criminal, Juvenile Delinquency (602), Juvenile Dependency (300), or Probate).
- e. The full case title (e.g., People of the State of California vs. Joe Smith).

Section B. Attorneys:

2. Complete the following information:

- a. The date of appointment, the name of the judicial officer who has made the appointment and the judicial officer's court department.
- b. Specify the purpose of the appointment and the applicable code section authorizing the appointment. Please also indicate the circumstances of the appointment.
- c. The dates on which services were performed. The attached declaration and/or invoice for services should include a full description of the services rendered on the specified dates.
- d. The authorized hourly rate for services and the maximum amount authorized by the court. Verify the current and/or cumulative billing does not exceed the maximum amount authorized by the court.

- e. Check the boxes as to supporting documentation and attach the documents as indicated. A copy of the court order(s) authorizing services and an office billing invoice or declaration regarding requested fees must be attached. *The absence of required documents and/or incomplete information will result in a delay in payment.*

Section C. Investigators/Interpreters/Other:

3. Complete the following information:

- a. Specify the type of service provided.
- b. The date of appointment, the name of the judicial officer who has made the appointment and the judicial officer's court department.
- c. Specify the purpose of the appointment and the applicable code section authorizing the appointment.
- d. The authorized hourly rate for services and the maximum amount authorized by the court. Verify the current and/or cumulative billing does not exceed the maximum amount authorized by the court. *If the current and/or cumulative billing exceeds the maximum amount authorized, payment will be delayed.*
- e. Check the box as to supporting documentation and attach the documents as indicated. A copy of the court order(s) authorizing services and an invoice for requested fees must be attached. *The absence of required documents and/or incomplete information will result in a delay in payment.*

Note: Please attach original receipts. Any mileage claimed is payable at the IRS rate in effect at the time the service was performed (see www.irs.gov for effective rates).

- f. The name of the attorney or the name of the party proceeding in pro se. If services were rendered by an investigator or expert, the attorney representing the defendant, including parties proceeding pro se, must verify services were performed. *The absence of attorney verification will result in a delay in payment.*

Section D. Verification:

4. Sign and date the payment voucher.

All payment vouchers must be submitted to and processed by the Superior Court. If you have properly completed the payment voucher, payment will be promptly processed.

Mail the completed payment voucher and all supporting documents to:

Superior Court Executive Office
Fiscal Services Unit
P.O. Box 1547
Riverside, CA 92502

Note: Please include the case number on all inquiries and other correspondence

