Appointed Counsel Fee Applications

The Appointed Counsel program is administered with funding from the Ohio Public Defender's Office. Billing and indigency forms are state mandated, and are all available on the OPD website:

https://opd.ohio.gov/appointed-counsel/reimbursement

General Guidelines for Appointed Counsel

- Appointed counsel cases pay $75.00/hour. The OPD cap for adoption cases is $2,500.00.
- For adoptions cases enter the caption as *In re: Adoption of Child's Initials.*
    - Example: *In re: Adoption of C.I.S.*
- Disposition date is the date of dismissal or of the judgment entry approving/denying adoption.
- Fee applications must be submitted within 30 days of disposition, or fees are cut in half.
    - If we reject it the 30 days is still running.
- E-file billing documents with the OPD descriptions in e-flex.
    - OPD-206R for the Financial Disclosure Affidavit.
    - OPD-1026R for the Motion, Entry, and Certification.
- Complete the Financial Disclosure Affidavit (OPD-206R) with your client, as it needs to be submitted with the Motion, Entry, and Certification form (OPD-1026R).
    - If for some reason you are not able to have them sign this, then submit the completed form with a statement about why to request to the judge's approval.

Common Rejection Reasons

- Incomplete or Missing Documents
    - Be sure to include the county name, county number, court and judge information, etc.
    - The Financial Disclosure Affidavit (form OPD-206R) must be submitted with the Motion, Entry, and Cert form (form OPD-1026R).
    - Verify there is no information missing on either of the required documents.
- Duplicated Dates or Chronological Order
    - There may be times you work on a case multiple times throughout the day, and your internal record-keeping should indicate that. However, on your motion for fees these should all be combined into one aggregate entry for the day.
    - Duplicate dates are not allowed.
    - Dates should be entered chronologically.
    - NOTE: If you use the free OPD software it automatically puts dates in order no matter how you enter them. It also will not allow accidental duplicate dates to be entered.
- Incorrect Information
    - Be mindful of including the correct disposition reason and case disposition date.

We strongly recommend the free OPD 1026R-4.0 software download provided by PriseWorks through the office of the OPD. While you may choose to manually fill the form in PDF, this automated software may help avoid common pitfalls that result in submissions being rejected.