

HELPFUL INFORMATION FOR APPOINTED COUNSEL & EXPERTS

As we all know, we are in uncharted territory in terms of how our work adapts to the public health recommendations related to the Covid-19 emergency. Our agency has been working diligently to be set up to continue basic operations remotely if necessary. Continuing to pay attorneys and others is of utmost importance.

Because issuing payments depends on several state systems, including State Courier, State Treasurer, Office of State Controller, and the Administrative Office of the Courts, the situation can change rapidly.

Here are what we hope are helpful hints *based on current status*.

- Check our website, www.ncids.org frequently—updates will be on the home page.
- Starting Tuesday March 17th, payments will be on Tuesday and Thursday.
- For experts who have been faxing or mailing invoices in non-capital cases, it is best to email them to judicial.ids.experts@nccourts.org, as we can retrieve those even if we are not in the office.
 - Please make sure they are complete—the AOC-G-309 must have your signature, the Judge’s signature, the attorney’s signature, and an amount filled in the court order on the bottom of p. 1. You must also include a time sheet with dates and hours worked.
- Invoices where work has been authorized by the Office of Capital Defender (virtually all 1st Degree Murder cases where defendant was at least 18) should be emailed to either Catrinel.S.Rosu@nccourts.org or Lyn.m.Turner@nccourts.org. Fee applications for appeals may be sent to Susan.D.Perry@nccourts.org. Please do not submit payment requests to more than one person. We generally scan and email a copy of approved capital-related invoices to the attorney or expert. If we are working remotely, be aware that process may lag behind the actual payment.
- If the IDS Financial Services staff person you usually contact does not respond, please email IDS Fiscal Officer Elisa.Wolper@nccourts.org or AP Supervisor Amy.M.Ferrell@nccourts.org, as we may be staggering work schedules.
- It will be difficult to return fee applications for correction if there are errors, so please make sure they are complete. The most common reasons for returns are: (1) missing signatures; (2) incorrect hourly rate—all low level (E-I) felonies are paid at \$60/hr and all high level (A-D) at \$75, even in delinquency court; (3) missing information such as judgment or sentencing, felony or misdemeanor class.
- Attorneys have asked about submitting interim fee applications; IDS allows interim payments except in flat fee systems. Be sure to complete the box that asks for ending date.
- If you have the option for setting up video conferencing with your clients, IDS will reimburse the per-minute charges.
- Consider signing up for electronic deposit. The form is on our website at <http://www.ncids.org/Forms&Applications/DirectDeposit.pdf>. At this time, we will accept a scanned copy of the check in lieu of an actual hard copy.