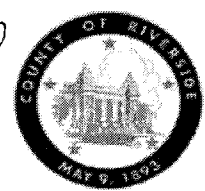


FORM APPROVED COUNTY COUNSEL
 BY: H. Deines 2/17/10
 MARSHAL VICTOR DATE

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

970



SUBMITTAL DATE:
 February 16, 2010

FROM: Purchasing and Fleet Services

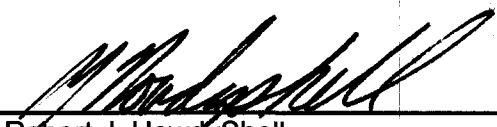
SUBJECT: Approval of the agreement with the Criminal Defense Lawyers to provide Legal Indigent Defense Criminal Services for Riverside County

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the one year professional service agreement with Criminal Defense Lawyers for \$6,933,000 annually, which contains the options to renew the agreement for four additional one-year periods; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal year funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates, and;
3. Direct the Clerk of the Board to return three original signed agreements to Purchasing and Fleet Services.

BACKGROUND: The County Executive Office is required to retain legal services for the representation of those indigent defendants in which the Riverside County Public Defender's Office (PD) declares a conflict of interest, including misdemeanors, felonies, and Welfare and Institution Code Section 600 et. seq. juvenile offenses.

(Continued on Page 2)


 Robert J. Howdyshell
 Purchasing Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 6,933,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 6,933,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 6,933,000	For Fiscal Year:	FY 10/11

SOURCE OF FUNDS: Indigent Defense Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: 
 Dean Deines

County Executive Office Signature

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: 3.13 Dated 7/15/08 and 3.11 Dated 6/23/09 | District: | Agenda Number:

3.48

BOARD OF SUPERVISORS

**FORM 11: Approval of the agreement with the Criminal Defense Lawyers to provide
Legal Indigent Defense Criminal Services for Riverside County**

PAGE 2

BACKGROUND CONTINUED

A Request for Proposal (RFP) was issued to solicit bids for indigent defense services for both with and without an alternate public defender's office. The PD also provided a report detailing the costs to implement and operate an alternate PD. After reviewing the responses to the RFP as well as the costs to implement an alternate PD office, the option to continue contracting for indigent defense services was the most cost effective for the County at this time.

PRICE REASONABLENESS

Purchasing released a Request for Proposal, mailing solicitations to 99 companies, posting the advertisement in a law subscription, and advertising on the County's Internet. Two responses were received for Mid and Western Riverside County, submitted by Criminal Defense Lawyers, and Blumenthal Law Offices. An evaluation team consisting of personnel from the Executive Office, Probation, and the Superior Court reviewed the proposals. The evaluation team reviewed and scored each proposal based on the bidder's overall responsiveness to the requirements of the scope of service, the ability to perform, experience and capability, references, overall cost, and oral interviews. The evaluation committee recommends that Criminal Defense Lawyer receive the award as the lowest responsive/responsible bidder for the services described above.

The Criminal Defense Lawyers submitted a proposal for all cases for the Mid and Western County at an annual fee of \$6,933,000, and the Blumenthal Law Office submitted a proposal for all cases at an annual fee of \$6,933,100.

REVIEW/APPROVAL: Purchasing and County Counsel concurs with this request.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

CRIMINAL DEFENSE AGREEMENT
for
LEGAL INDIGENT DEFENSE SERVICES
between
COUNTY OF RIVERSIDE
and
CRIMINAL DEFENSE LAWYERS (CDL)



1 3. SCOPE OF SERVICES. ATTORNEYS shall assume full responsibility for
2 furnishing counsel necessary to provide daily representation in the various divisions and departments of
3 the Courts within the Mid and Western County Region, wherever the cases may eventually be set for
4 trial within the County of Riverside, and pursuant to the terms of this contract and in compliance with
5 Appendix A, attached hereto and incorporated herein. For the purpose of providing such professional
6 legal services, ATTORNEYS, at ATTORNEYS' own discretion, may perform the services, or cause
7 them to be performed by other attorneys, who shall not be parties to this Contract, but are independent
8 contractors and not agents or employees of ATTORNEY or COUNTY.

9 3.1 ATTORNEYS agree to accept all cases assigned to ATTORNEYS during the
10 contract term, including:

11 (a) All felony matters opened in the Superior Courts and represented through final
12 judgment;

13 (b) Three (3) special circumstance cases in which the People are seeking the death
14 penalty;

15 (c) All special circumstance cases not involving the death penalty;

16 (d) All Violation of Probation matters. However in all violation of probation matters,
17 ATTORNEYS will not accept appointment unless the Public Defender has declared a continuing
18 conflict of interest or after the Court relieves the Public Defender for lack of preparation, incompetence,
19 unavailability or reasons not related to a declaration of conflict pursuant to Penal Code Section 987.2.
20 All violations of probation must be accompanied by a copy of the court minutes showing that a public
21 defender representative appeared on the record and declared a continued state of conflict of interest at
22 the time of their reappointment or alternatively, the billing must be accompanied by documentary
23 affirmation of the continued conflict in the case supplied by the Public Defender at the time of their
24 reappointment;

25 (e) All misdemeanor matters;

26 (f) All miscellaneous matters; for example including but not limited to: diversion
27 progress hearing; substance abuse enrollment hearings; reinstatement hearings; diversion fall-out
28

1 sentencing; proof of enrollment hearings; plea withdrawals; remittitur hearings; re-sentencings; witness
2 advisements; and other unique and unusual matters.

3 (g) All cases wherein the Office of the Public Defender has declared their
4 unavailability based on "overload."

5 3.2 Special Circumstance cases are defined as all homicides in which the prosecution
6 seeks the penalty of death or life imprisonment without the possibility of parole. Because
7 ATTORNEYS accept all Special Circumstance cases, no Special Circumstance case in which the People
8 are seeking the death penalty will be counted under 3.1(b) above until the District Attorney declares he
9 is seeking the death penalty. When conflict Special Circumstance cases are assigned under this
10 Contract, ATTORNEYS and COUNTY agree that ATTORNEYS shall assign two (2) attorneys on each
11 of the three (3) death penalty cases if the need should arise.

12 3.3 For the purpose of this contract, "overload" is defined to mean a situation wherein
13 the Office of the Public Defender declines to accept appointment by the Court due to a work overload
14 resulting from insufficient staff and/or the volume of cases assigned.

15 3.4 For the purposes of this Agreement, a "case" is defined as follows: the
16 representation of one person on one accusatory pleading. Multiple charges against a defendant in one
17 accusatory pleading shall not prevent designation of a matter as a single case. If a single defendant is
18 accused in more than one accusatory pleading, each separate pleading shall constitute a separate case. If
19 multiple defendants are charged in a single accusatory pleading, it shall be considered that there are as
20 many cases as there are defendants.

21 3.5 ATTORNEYS agree that representation of those charged with complex felonies,
22 including Special Circumstance Homicides, is generally most effective when vertical representation is
23 provided. Therefore, ATTORNEYS will, pursuant to this Contract, begin representation in these cases
24 as soon as the Public Defender declares a conflict or is otherwise relieved, and defend or assign the case
25 to a subcontract attorney at the earliest possible stage to insure vertical representation where appropriate.

26 3.6 ATTORNEY shall assist in the recovery of fees and funds pursuant to Penal Code
27 Sections 987.5, 987.8(b), (c) and 987.81.
28

1 3.7 ATTORNEYS shall accept appointment when the Public Defender has declared a
2 conflict, or after the Court relieves the Public Defender for lack of preparation, incompetence,
3 unavailability or reasons not related to a declaration of conflict pursuant to Penal Code §987.2.

4 3.8 In subcontracting with other attorneys, ATTORNEYS shall consider the factors
5 enumerated in Penal Code § 987 et. seq., the Rules of Professional Conduct governing lawyers in
6 Business & Professions Code § 6000 et. seq., State Bar of California Guidelines on Indigent Defense
7 Services Delivery Systems, the performance and case management guidelines for Criminal Defense
8 Representation for the National Legal Aid & Defenders Association, and the State Bar Rules of
9 California, as appropriate, including Rule 3-310. ATTORNEYS shall assure that all subcontractors
10 satisfy the minimum requirements for practicing law in the State of California as determined by the
11 California State Bar Association, and are competent and provide constitutionally effective assistance.
12 ATTORNEYS further warrant that they will provide attorney(s) qualified to handle Death Penalty cases
13 when required. ATTORNEYS shall submit a list of all subcontracting attorneys to the Executive Office
14 at the beginning of each Fiscal Year and as necessary, when any changes in subcontracting attorneys
15 occurs. Evidence of the qualification(s) of such subcontracting attorneys shall be provided with the list.

16 3.8.1 Each subcontracting attorney representing a defendant accused of a serious or
17 violent felony pursuant to California Penal Code section 1192.7 must have served at least twenty-four
18 (24) to thirty-six (36) months as a prosecutor, a public defender, assigned counsel or private defense
19 attorney and has been lead trial counsel in at least five (5) to twenty (20) jury trials to verdict and
20 sentencing. Five (5) of said jury trials must be felony matters.

21 3.8.2 Each subcontracting attorney representing a defendant in felony matters not
22 delineated in section 4.7 (B), above, or involved in a probation revocation hearing involving a felony
23 matter must have served at twelve (12) to thirty-six (36) months as a prosecutor, public defender,
24 assigned counsel or private defense attorney and has been lead trial counsel in at least five (5) to twenty
25 (20) jury trials.

26 3.8.3 Each capital case assigned by ATTORNEY will be staffed by two attorneys. The
27 lead attorney shall be an active trial practitioner with ten (10) years' litigation experience in the field of
28 criminal law, have prior experience as lead counsel in either (A) at least ten(10) serious or violent felony

1 jury trials, including at least two (2) murder cases, tried to argument, verdict, or final judgment; or (B) at
2 least five (5) serious or violent felony jury trials, including at least three (3) murder cases, tried to
3 argument, verdict, or final judgment, have completed within two (2) years prior to appointment at least
4 fifteen (15) hours of capital case defense training approved for Minimum Continuing Legal Education
5 credit by the State Bar of California; and other qualifications as delineated in Rule 4.117(d) of the 2005
6 California Rules of Court.

7 3.8.4 Each capital case assigned by ATTORNEY will be staffed by two attorneys. The
8 associate attorney (second chair) shall be an active trial practitioner with a least three (3) years' litigation
9 experience in the field of criminal law; have prior experience as (A) lead counsel in at ten (10) felony
10 jury trials tried to verdict, including three (3) serious or violent felony jury trials tried to argument,
11 verdict, or final judgment; or (B) lead or associate counsel in at least five (5) serious or violent felony
12 jury trials, including at least one (1) murder case, tried to argument, verdict or final judgment; have
13 completed within two (2) years prior to appointment at least fifteen (15) hours of capital case defense
14 training approved for Minimum Continuing Legal Education credit by the State Bar of California and
15 other qualifications as delineated in Rule 4.117(e) of the 2005 California Rules of Court.

16 3.9 ATTORNEYS shall perform or cause to be performed all professional legal
17 services reasonably and legally required herein from the time of appointment, to and including, a final
18 adjudication or disposition of such case. Disposition in criminal cases shall mean: 1) the dismissal of
19 charges; 2) the entering of an order of deferred prosecution; 3) an order or result requiring a new trial;
20 4) imposition of sentence; 5) an order imposing probation; or 6) deferral of any of the above coupled
21 with any other hearing on the cause number, including but not limited to felony or misdemeanor
22 probation review that occurs within thirty (30) days of sentence, deferral of sentence or entry of an order
23 of deferred prosecution. No hearing that occurs after thirty (30) days of any of the above will be
24 considered part of case disposition for the purpose of this contract, except that a restitution hearing
25 ordered at the time of the original disposition, whether it is held within 30 days or subsequently, shall be
26 included in case disposition. Disposition includes the filing of a notice of appeal, if applicable.

27 3.10 It is the intent of COUNTY that all Felony Trials are to be litigated or otherwise
28 resolved in a timely manner. In order to assure that Penal Code Section 1050 requests for continuances

1 do not hinder a timely resolution of assigned cases, all contracted felony trial attorneys must submit a
2 monthly report listing all cases not resolved within four (4) months of arraignment, following the filing
3 of an Information (an Information being the charging document filed by the District Attorney following
4 a preliminary hearing).

5 3.11 In order to effectuate an early resolution of felony cases, the Riverside Superior
6 Court has designated Vertical Calendar Departments (VCDs) in the Mid and Western County Region.
7 These Departments have been established to reduce the backlog of criminal cases and ensure that
8 criminal cases will not be dismissed under the speedy trial requirements of Penal Code Section 1382.

9 (a) ATTORNEYS shall dedicate experienced criminal law attorneys to be assigned to
10 Departments designated as the Vertical Calendar Department (VCD) in the Mid and Western County
11 Region. These sub-contracting attorneys shall be available to the designated Departments during normal
12 Court business hours. ATTORNEYS understand that the availability of the sub-contracting attorneys to
13 the assigned Department(s) is of paramount importance;

14 (b) ATTORNEYS shall assume full responsibility for assigning only sub-contracting
15 attorneys who have the necessary experience, qualifications and capabilities to handle cases assigned to
16 these specialty departments;

17 (c) ATTORNEYS understand that the restructuring of these specialized departments
18 is a concept being utilized by the Riverside Superior Court for case flow management, and may be
19 changed or discontinued by the Court at any time. ATTORNEYS further understand that the COUNTY
20 cannot guarantee that the need for the sub-contracting attorneys will continue. The COUNTY retains
21 the right to determine that there is no longer a need to provide full time attorneys to the specialized
22 departments based on their underutilization or the Court's redesignation of these departments. If for any
23 reason the Court discontinues one or more of the Felony VCD's, ATTORNEYS and COUNTY shall
24 negotiate appropriate adjustments to the contract services and associated compensation;

25 (d) ATTORNEYS understand that pursuant to this contract with COUNTY, they are
26 obligated to handle all cases filed in the Riverside Superior Court Mid and Western County Region upon
27 notification of a conflict of interest by the Office of the Public Defender and that the additional attorneys
28 assigned to the specialized departments is solely due to the request of the Superior Court and the

1 Administrative Office of the Courts that the specialized departments be staffed with dedicated, well
2 qualified attorneys from the District Attorney's Office, the Public Defender's Office and by Contract
3 Panel Attorneys;

4 (e) ATTORNEYS shall report the following information to the COUNTY as
5 requested: the cases assigned to all VCD'S, providing the department number, case number, date
6 assigned, charge, name of assigned attorney, and any other relevant information.

7 4. EXCLUSIONS. ATTORNEYS shall not be obligated under this Contract to
8 provide defense in the following cases:

9 (a) Stand-by or Co-Counsel when a defendant has waived counsel or represents
10 himself in propria persona;

11 (b) All post-trial appellate proceedings including appeals to the Appellate Department
12 of Superior Court or higher Appellate Courts;

13 (c) All federal proceedings;

14 (d) All parole violation hearings;

15 (e) All civil forfeiture proceedings;

16 (f) Any case in which the Court either removes or refuses to appoint the Public
17 Defender on other than conflict grounds or fails to make an actual finding of incompetence under
18 "Marsden".

19 5. ADMINISTRATIVE DUTIES. ATTORNEYS shall assign an Administrative
20 Attorney under this Contract. In cases involving multiple defendants, the Administrative Attorney shall
21 designate counsel for each defendant. In no case shall the designating Attorney appoint him or herself
22 as Trial Attorney in such multiple defendant cases.

23 6. PERFORMANCE MANAGEMENT. ATTORNEYS shall have the responsibility
24 for significant administrative duties under this contract to avoid conflicts of interest and monitoring
25 subcontracting attorneys. The purpose of monitoring individual attorney caseloads is to ensure that all
26 clients represented under this contract receive effective assistance of counsel under the Constitutions of
27 the United States and the State of California.

1 6.1 ATTORNEYS shall require each subcontracting attorney participate in
2 Mandatory Continuing Legal Education programs focusing on applicable law including but not limited
3 to criminal law and procedure, and trial advocacy law. ATTORNEYS shall encourage subcontracting
4 attorneys to participate in shared training with the Public Defender to the extent possible.
5 ATTORNEYS shall review on a yearly basis the performance of each subcontracting attorney. This
6 review shall include inquiry and/or observation by ATTORNEYS of the performance of the independent
7 subcontractor in a trial or other relevant courtroom setting. ATTORNEY will require the subcontracting
8 attorney to provide proof of attendance at MCLE programs and to report participation in educational
9 programs or other informal training. ATTORNEYS will assure that only attorneys with the requisite
10 skill and experience handle particular category(ies) of cases and are assigned to such cases.
11 ATTORNEYS shall periodically monitor and evaluate the work of investigators and the performance of
12 experts and other providers of ancillary services.

13 6.2 ATTORNEYS shall immediately notify COUNTY in writing when it become
14 aware that a complaint lodged with the California State Bar Association/discipline body has resulted in a
15 reprimand, suspension or disbarment of any attorney who is a member of ATTORNEYS' staff or
16 working as a subcontractor.

17 6.3 In addition to the monthly reports required under Section 11.1 of this contract,
18 ATTORNEYS shall submit the following quarterly written reports to the COUNTY. COUNTY may, at
19 its option, request these reports be submitted on a monthly basis. The quarterly reports shall include: a
20 summary on the evaluation of the investigators and other providers of ancillary services used under this
21 contract; a summary of subcontract attorney evaluations and observations; average number of MCLE
22 approved training hours; participation in other educational programs related to the practice of criminal
23 law; case aging reports; and any other information that may be indicative of the quality of representation
24 provided by ATTORNEYS, or such other information as requested by COUNTY. The report shall be
25 accompanied by a certification from ATTORNEYS that they have reviewed the performance of each
26 independent subcontractor as described in 6.1 above. At the COUNTY's request, ATTORNEYS shall
27 meet to discuss all cases and contract issues at any time during the contract period.
28

1 7. COMPENSATION. The contract cost for March 16, 2010 through March 15,
2 2011 shall be a maximum of \$6,933,000.00 plus expenses as set forth in Section 8 herein. COUNTY
3 shall pay ATTORNEYS up to the sum of \$577,750.00 per month paid in arrears. It remains the
4 responsibility of the ATTORNEYS to oversee the budgeted funds to ensure they are properly disbursed
5 to provide the legal services required under this Contract.

6 7.1 It is understood that, to the extent, ATTORNEYS' constitutional and necessary
7 level of legal representation under the Contract may tend to justify additional payment, such necessary
8 services in all but the most extreme circumstances, will all be considered by the ATTORNEYS to be
9 their pro bono publico contribution to the administration of justice.

10 7.2 If, in addition, in ATTORNEYS' estimation an extreme circumstance arises,
11 ATTORNEY may make a timely request for additional compensation from the County Executive
12 Office. Extreme circumstances shall generally be limited to extremely protracted felony cases; cases
13 involving trial for more than three defendants assigned to the Contract, extraordinary change of venue
14 cases involving extreme expense, and such similar circumstances as may arise. ATTORNEYS' request
15 must be in writing and include a complete justification of action or anticipated extra expenses and
16 complete itemization of requested extraordinary payment.

17 7.3 For every death penalty case beyond the three (3) specified in Section 3.1 herein
18 for which ATTORNEYS agreed to provide service under this Contract, ATTORNEYS agree to to assist
19 the COUNTY and the Court by seeking qualified counsel to accept the case(s). ATTORNEYS shall
20 send a letter to the County Executive Office recommending the appropriate case category, and will
21 qualify the attorneys for each case, providing a brief description of the qualification of counsel or remit
22 *CR-191 Declaration of Counsel For Appointment In Capital Case*, and enumerate the circumstances
23 indicative of the suggested category as set out and approved by the Riverside County Board of
24 Supervisors and adopted by the Riverside Superior Court as Court Policy Memorandum
25 (Administrative) #C10.4 adopted 11/21/07. If ATTORNEYS are unable to recommend counsel, or if
26 circumstances arise where it is necessary for the COUNTY to find representation for Defendant(s),
27 ATTORNEYS shall immediately notify COUNTY and the County Executive Office will assist in
28 finding counsel with the help of County Counsel.

1 7.4 Compensation of these Death Penalty appointed counsel will be paid by the
2 County Executive Office upon review and approval of a written invoice. Compensation will be based
3 on the percentages set out in the Board and/or Court Policy Memorandum #C10.4 or upon approval of
4 the County Executive Officer or his/her designee. ATTORNEYS shall review billings, if requested by
5 the County Executive Office.

6 7.5 With respect to the total contract price, at the end of the contract term, the
7 COUNTY shall review the number of Death Penalty cases handled by ATTORNEYS, and if the number
8 of cases handled are less than specified in Section 3.1(b), the parties will meet and confer with regard to
9 an equitable adjustment to the contract compensation and reimbursement to COUNTY.

10 8. EXPENSES. ATTORNEYS shall pay all costs of specialized and professional
11 services reasonably necessary to assist in the defense and preparation and presentation of their case,
12 including for those cases designated "overload", including: medical and psychiatric examination:
13 investigative services: expert testimony: forensic services: language interpretation: discovery costs:
14 reporter's transcripts: and fees for experts appointed pursuant to statute: from a trust account they hold
15 for the County of Riverside, except for those services reimbursed pursuant to Penal Code § 987.9.
16 ATTORNEYS shall, within 90 days after the start date of this Contract, provide the County Executive
17 Office with a written policy, acceptable to the County Executive Office, governing the use and
18 accounting of the trust account(s) established pursuant to this Section 8. ATTORNEYS shall
19 disseminate these policies and procedures to all attorneys that they engage to provide services under this
20 contract. ATTORNEYS shall require their attorneys to provide all their investigators and other
21 specialized and professional service vendors with the ATTORNEYS' written policies and procedures
22 pertaining to approval, invoicing and payment. The written policy shall address the issues described in
23 Attachment A. For these services during the contract term, the sum of \$40,000, per month, for Western
24 County cases, and \$35,000 per month for Mid County cases, shall be paid to ATTORNEYS monthly, in
25 arrears, and set aside monthly and maintained in a separate interest bearing trust accounts for this
26 purpose, EXCEPT that payments shall be suspended when the balance in ATTORNEYS' trust account
27 for all criminal Penal Code 987.2 cases exceeds \$45,000 for each region. Additionally, upon written
28 agreement of ATTORNEYS and the County Executive Officer, or designee, the monthly expense

1 payments may be modified in amount or timing but in no event shall exceed the maximum amount per
2 month as set forth in this Section 8. Any interest accrued from these funds will be redeposited into the
3 respective trust account and used by the ATTORNEYS to pay the costs incurred herein (Business &
4 Professions Code §6211(b)). These funds remain the property of the County of Riverside and at the end
5 of the contract, or upon request of COUNTY, all or a portion of the unexpended funds shall be returned
6 to COUNTY, and an accounting provided to the County Executive Office within 30 days of termination,
7 for all sums expended, including accrued interest. ATTORNEYS may not expend from the Criminal
8 trust account more than \$5,000 per death penalty case for law clerk or paralegal services without
9 approval from the County Executive Officer.

10 9. TERMINATION. Either Party may cancel this Contract, in whole or in part, on
11 ninety-(90) day's written notice to the other party. In the event this Contract is canceled, ATTORNEYS
12 shall be responsible for the matters currently assigned to ATTORNEYS as set forth in Section 24.3.

13 10. INDEPENDENT COUNSEL. ATTORNEYS are, and shall at all times be
14 deemed independent and shall be wholly responsible for the manner in which they perform the services
15 required by this Contract. ATTORNEYS exclusively assume responsibility for the acts of their
16 employees and subcontractors as they relate to the services to be provided during the course and scope
17 of their employment. ATTORNEYS, their agents, employees and independent contractors and their
18 agents and employees shall not be considered in any manner to be employees of the County of
19 Riverside.

20 11. RECORDS. ATTORNEYS shall keep sufficient records to enable COUNTY to
21 establish the cost of representing each individual in Court proceedings and allow County of Riverside to
22 attempt to recover such costs from whoever may be obligated to reimburse the COUNTY.

23 11.1 ATTORNEYS shall furnish monthly reports, within ten (10) days of the end of
24 each month, on opened and concluded cases to the County Executive Office. Such reports shall be in a
25 format as specified by the County Executive Office, and include name of defendant; type of case; case
26 number; charge; disposition; number of cases opened, closed and reopened, transferred, or where a
27 substitution for previously appointed counsel has occurred; and a notation of which cases ATTORNEYS
28 were appointed on under Section 3.1 a), b), c), and d) herein. ATTORNEYS understand that COUNTY

1 relies on the monthly reports to determine the cost of services and that any correction or adjustment to
2 the report must be done in a timely manner not to exceed sixty (60) days from the required submission
3 date of the monthly report by ATTORNEYS. ATTORNEYS shall also furnish a monthly report of
4 expenditures for the criminal trust account funds, that includes the vendor, type of expense (e.g.,
5 investigation, expert, etc.), client/case identifier (not name and/or case number of defendant), and
6 amount of expense. The report shall additionally include the current balance of the account.
7 ATTORNEYS shall utilize a standard electronic accounting system to input and maintain data and
8 compile records. Should ATTORNEYS feel an indigent defendant referred does not qualify for
9 services, ATTORNEYS shall immediately so advise defendant and the Court and request determination
10 by the Court. In no event shall ATTORNEYS accept anything of value as consideration for services
11 rendered to any indigent defendant that ATTORNEYS have been appointed to represent by the Courts,
12 except as provided in this Contract. ATTORNEY shall not charge any defendant for services rendered
13 pursuant to this Contract.

14 11.2 For all cases where ATTORNEYS are providing legal counsel to any state inmate
15 charged with an offense during the time sentenced to a state correctional facility, ATTORNEYS shall
16 track the hours related to handling that specific case. Attorney hours are a specific requirements of the
17 State of California in order for counties to seek reimbursement for indigent defense services provided on
18 behalf of state indigent inmates' charged with a crime while in custody. The report on these hours shall
19 be submitted with the monthly statistics.

20 11.3 Records maintained by ATTORNEYS' shall be sufficient to reflect all direct and
21 indirect costs of services performed pursuant to this contract, including those related to subcontracts and
22 personal service contracts. These records shall include but not be limited to: documentation of any
23 funds expended by ATTORNEY for personal service contracts or subcontracts; documentation of the
24 service rendered under the contract(s); and reports of the time spent by each subcontractor or personal
25 service contractor.

26 11.4 COUNTY may, at its discretion, audit or inspect ATTORNEYS' files, books
27 and/or financial records relating to the Contract, at any reasonable times. ATTORNEYS shall be audited
28 by an outside auditor a minimum of once every twelve months, at the end of the contract period.

1 ATTORNEYS shall be responsible for one-half of the cost of the audit. ATTORNEYS agree to make
2 available for inspection, without restrictions, all books, statements, ledgers and other financial records
3 for a period of five (5) years from the termination of this Contract. All financial records shall be kept, or
4 made available to County of Riverside, at ATTORNEYS' principal place of business at 3685 Main
5 Street, Suite 250, Riverside, California. ATTORNEYS agree to grant COUNTY full access to materials
6 necessary to verify compliance with all terms of this contract. ATTORNEYS shall provide COUNTY
7 right of access to its facilities to audit information relating to the matters covered by this contract.
8 Information that may be subject to any privilege or rules of confidentiality should be maintained by
9 ATTORNEYS in a way that allows access by COUNTY without breaching such confidentiality or
10 privilege. Notwithstanding any of the above provisions of this paragraph, none of the constitutional,
11 statutory, and common rights and privileges of any client are waived by this contract and COUNTY will
12 respect the attorney/client privilege.

13 12. HOLD HARMLESS. ATTORNEY shall indemnify and hold the COUNTY,
14 Special Districts, their respective directors, officers, Board of Supervisors, agents, elected officials and
15 employees free and harmless from any liability, whatsoever, based or asserted upon any act(s) or
16 omissions(s) of ATTORNEYS, their employees, agents and subcontractors, for property damage,
17 bodily injury, or death or any other element of damage of any kind or nature, relating to or in anyway
18 connected with or arising from the accomplishment of the services to be performed by ATTORNEYS
19 hereunder; and ATTORNEYS shall defend, at its sole expense, including attorney fees, COUNTY,
20 Special Districts, their respective directors, officers, Board of Supervisors, agents, elected officials and
21 employees in any legal action (s) or claims(s) based upon such alleged act(s) or omission(s) whether
22 the subject action(s) or claim(s) are well-founded, properly filed or pleaded, or not commenced in a
23 court of competent jurisdiction.

24 13. INSURANCE: Without limiting or diminishing the ATTORNEYS' obligation to
25 indemnify or hold the COUNTY harmless, ATTORNEYS shall procure and maintain or cause to be
26 maintained, the following insurance coverages during the term of this Agreement.

27 13.1 Workers' Compensation: If ATTORNEYS have employees as defined by the
28 State of California, ATTORNEYS shall maintain statutory Workers' Compensation Insurance (Coverage

1 A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability
2 (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per
3 accident. Policy shall be endorsed to waive subrogation in favor of the County of Riverside; and, if
4 applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

5 13.2 Commercial General Liability: ATTORNEYS shall maintain Commercial
6 General Liability insurance coverage, including but not limited to, premises liability, unmodified
7 contractual liability, completed operations, personal and advertising injury covering claims, which may
8 arise from or out of ATTORNEYS' performance of its obligations hereunder. Policy shall name the
9 County of Riverside, its special districts, agencies, districts and departments, their respective directors,
10 officers, Board of Supervisors, elected officials, employees, agents or representatives as an Additional
11 Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single
12 limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or
13 be no less than two (2) times the occurrence limit.

14 13.3 Vehicle Liability: If vehicles or mobile equipment are used in the performance of
15 the obligations under this Agreement, ATTORNEYS shall maintain liability insurance for all owned,
16 non-owned or hired vehicles in an amount not less than \$1,000,000 per occurrence combined single
17 limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or
18 be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its special
19 districts, agencies, districts and departments, their respective directors, officers, Board of Supervisors,
20 elected officials, employees, agents, or representatives as an Additional Insured.

21 13.4 Professional Liability: ATTORNEYS shall maintain Professional Liability
22 Insurance providing coverage for performance of work included within this Agreement, with a limit of
23 liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If ATTORNEYS'
24 Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such
25 insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the
26 expiration or cancellation of the claims made insurance policy ATTORNEYS shall purchase either 1) an
27 Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a
28 new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3)

1 demonstrate through Certificates of Insurance that Consultant has maintained continuous coverage with
2 the same or original insurer. Coverage provided under items; 1), 2) or 3) will continue for a period of
3 five (5) years beyond the termination of this Agreement. The ATTORNEYS shall provide proof of
4 coverage to COUNTY within 30 days of execution of the Contract.

5 13.5 Blanket Commercial Crime Policy: ATTORNEYS shall maintain a Blanket
6 Commercial Crime Policy including, but not limited to, coverage provided under Forms 'A', 'B' and 'F'
7 for all Directors, Officers, employees, agents and representatives who may be involved in any way with
8 the direction, handling, depositing, payment or other function that involves COUNTY funds associated
9 with the performance of this Contract with a limit of liability of not less than an amount per loss equal
10 to, or greater than, the maximum amount of COUNTY money that may be in trust with the
11 ATTORNEYS at any one time. The coverage will remain in force for at least three (3) years subsequent
12 to the termination of this Agreement or until that time when all moneys have been reconciled and the
13 COUNTY has agreed in writing that all financial issues have been completed and the ATTORNEYS no
14 longer has any COUNTY assets held in the Trust as defined herein. If this coverage is written on a
15 Claims-Made basis, the ATTORNEY will provide either 1) an Extended Reporting Endorsement (also
16 known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a retroactive date back to
17 the date of, or prior to, the inception of this Contract; or, 3) demonstrate through Certificates of
18 Insurance that ATTORNEYS have maintained continuous coverage with the same or original insurer.
19 Such extended claims made coverage shall be maintained for a period of three years or until that time
20 when all moneys have been reconciled and the COUNTY has agreed in writing that all financial issues
21 have been completed and the ATTORNEYS no longer has any COUNTY assets held in the Trust as
22 defined herein. In the alternative, ATTORNEYS may obtain a Fidelity Bond acceptable to COUNTY.

23 13.6 General Insurance Provisions - All lines:

24 (a) Any insurance carrier providing insurance coverage hereunder shall be admitted
25 to the State of California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such
26 requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager
27 waives a requirement for a particular insurer, such waiver is only valid for that specific insurer and only
28 for one policy term.

1 (b) The ATTORNEYS' insurance carrier(s) must declare its insurance self-insured
2 retentions. If such self-insured retentions exceed \$500,000 per occurrence, such retentions shall have
3 the prior written consent of the County Risk Manager before the commencement of operations under
4 this Agreement. Upon notification of self insured retentions which are deemed unacceptable to the
5 COUNTY, at the election of the County's Risk Manager, ATTORNEYS' carriers shall either; 1) reduce
6 or eliminate such self-insured retentions as respects this Agreement with the COUNTY, or 2) procure a
7 bond which guarantees payment of losses and related investigations, claims administration, defense
8 costs and expenses.

9 (c) The ATTORNEYS shall cause their insurance carrier(s) to furnish the County of
10 Riverside with 1) a properly executed original Certificate(s) of Insurance and certified original copies of
11 Endorsements effecting coverage as required herein; or, 2) if requested to do so orally or in writing by
12 the County Risk Manager, provide original Certified copies of policies including all Endorsements and
13 all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and
14 policies of insurance shall contain the covenant of the insurance carrier(s) shall provide no less than
15 thirty (30) days written notice be given to the County of Riverside prior to any material modification or
16 cancellation of such insurance. In the event of a material modification or cancellation of coverage, this
17 Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective
18 date, another properly executed original Certificate of Insurance and original copies of endorsements or
19 certified original policies, including all endorsements and attachments thereto evidencing coverages and
20 the insurance required herein is in full force and effect. Individual(s) authorized by the insurance carrier
21 to do so on its behalf shall sign the original endorsements for each policy and the Certificate of
22 Insurance. ATTORNEYS shall furnish COUNTY with original Certificate(s) of Insurance and certified
23 original copies of endorsements or policies of insurance including all endorsements and any and all
24 other attachments as required in this. The ATTORNEYS shall provide proof of coverage to COUNTY
25 within 7 days of execution of the Contract.

26 (d) It is understood and agreed by the parties hereto and the ATTORNEYS' insurance
27 company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as
28

1 primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or
2 self-insured programs shall not be construed as contributory.

3 (e) If, during the term of this Agreement or any extension thereof, there is a material
4 change in the scope of services or performance of work the Risk Manager of the County of Riverside
5 reserves the right to adjust the types of insurance required under this Agreement and the monetary limits
6 of liability for the insurance coverages required herein, if, in the County Risk Manager's reasonable
7 judgment, the amount or type of insurance carried by the ATTORNEYS has become inadequate.

8 14. MATERIAL BREACH. Notwithstanding the provisions of Section 2., the failure
9 of ATTORNEYS or their agents, subcontractors or employees to comply with the terms of this Contract
10 and any reasonable directions, by or on behalf of the COUNTY, issued pursuant thereto shall constitute
11 a material breach of Contract by ATTORNEYS, and, in addition to any other remedy authorized by law,
12 COUNTY shall have the right to terminate said Contract immediately. Failure to exercise this right of
13 termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.
14 At the option of COUNTY, this Contract may be terminated upon the happening of any of the following:

- 15 (a) Violation of any material provision of this Contract;
- 16 (b) Institution of proceedings by, or against, any ATTORNEYS under the bankruptcy
17 laws of the United States;
- 18 (c) Discovery that this Contract was obtained through fraud by commission or
19 omission;
- 20 (d) Suspension of business operation, or receivership, of ATTORNEYS;
- 21 (e) Any assignment of this Contract without prior COUNTY approval;
- 22 (f) The institution of disciplinary proceedings against any ATTORNEYS by the
23 California State Bar; or
- 24 (g) The commencement of criminal prosecution of any ATTORNEYS in any Court
25 anywhere;
- 26 (h) Failure to observe the Rules of Professional Conduct, including Rule 3-310.
- 27 (i) Failure to comply with the provisions of section 3.8 herein.
- 28

1 14.1 It is understood that the above-noted items are not exclusive of any other causes
2 for termination, and failure of COUNTY to exercise its rights to terminate shall not constitute waiver of
3 such right, which may be exercised at any subsequent time.

4 15. CONFLICT OF INTEREST. ATTORNEYS shall exercise reasonable care and
5 diligence to prevent any actions or conditions that could result in a conflict of interest. This obligation
6 applies to ATTORNEYS, ATTORNEYS' employees, agents, relative sub-tier contractors, and third
7 parties associated with or accomplishing work for ATTORNEYS under this contract.

8 (a) ATTORNEYS will establish measures to prevent employees or agents from
9 making, receiving, providing, or offering gifts, entertainment, payment, loans, or other considerations,
10 which could be deemed to appear to influence individuals to act contrary to the best interest of the
11 COUNTY.

12 (b) No officer, employee, or agent of COUNTY, the State of California or the Federal
13 Government, who exercises any function or responsibility in connection with the planning and
14 implementation of the services being funded herein shall have any personal financial interest, direct or
15 indirect, in this contract or in Criminal Defense Lawyers.

16 (c) ATTORNEYS shall not sit as Judge Pro Tem in any of the Courts that
17 ATTORNEYS provide representation for indigent services under this contract.

18 (d) ATTORNEYS shall provide conflict free representation. ATTORNEYS are
19 aware of *Christian v. Jackson* (1996) 41 C.A.4th 986, and *Castro v. Los Angeles Board of Supervisors*
20 (1991) 232 C.A.3d 1432, and the guidelines expressed therein.

21 16. PRIVATE PRACTICE. ATTORNEYS shall not be prohibited from engaging in
22 the private practice of law, including the defense of those charged with crimes or any and all
23 proceedings in the Courts of the County of Riverside. ATTORNEYS shall not accept in his or her
24 private practice any case, which may cause a conflict of interest, which would preclude ATTORNEYS
25 from providing representation to indigents pursuant to this Contract. If ATTORNEYS or attorney
26 subcontractors split their work between work under this contract and other business, the monthly report
27 will indicate the percentage of time that attorney(s) devote to private matters compared to work under
28 this contract, and also include a certification by each attorney subcontractor(s) regarding such time.

1 17. WAIVER. No waiver by any party of any existing default by any other party
2 shall be deemed to waive any subsequent default by such party.

3 18. ASSIGNMENT: This Agreement shall not be assigned by ATTORNEYS, either
4 in whole or in part, without prior written consent of COUNTY. Any assignment or purported
5 assignment of this Agreement by Consultant without the prior written consent of COUNTY will be
6 deemed void and of no force or effect.

7 19. CUMULATIVE RIGHTS. All rights hereunder are cumulative, not alternative,
8 and are in addition to any other rights given by law.

9 20. ENTIRE AGREEMENT. This Contract supersedes any prior agreements
10 between the Parties and is the sole basis for Contract between the Parties. This Contract expresses the
11 understandings of the Parties concerning all matters covered.

12 21. ALTERATION. No addition to, or alteration of, the terms of this Contract,
13 whether by written or oral understanding of the Parties, their officers, agents or employees, shall be
14 valid unless made in the form of written amendment to this Contract and formally approved by the
15 Parties.

16 22. SUBCONTRACTS. The Parties agree that ATTORNEYS shall not sign contracts
17 with subcontractors wherein there is a clause in said contracts prohibiting subcontractors from
18 submitting proposals when COUNTY solicits proposals for Indigent Defense Services.

19 23. NONDISCRIMINATION. Neither ATTORNEYS nor any subcontractor or other
20 party providing services related to this contract, shall discriminate on the basis of race, color, sex,
21 religion, national origin, creed, marital status, age, sexual orientation, or the presence of any sensory,
22 mental or physical handicap, in employment or application for employment, subcontracting or in the
23 administration or delivery of services or any other benefit under this contract.

24 24. CONTINUITY OF REPRESENTATION. The Parties agree that at the
25 conclusion of this Contract term, or earlier if the Contract is canceled by either Party, that there will be a
26 need to provide for the existing caseload through its completion. Continuity of counsel is desired where
27 there is an established attorney-client relationship. Each case will be reviewed independently. To that
28

1 end, COUNTY agrees for the sake of the clients, to have any successor attorney absorb matters not yet
2 set for trial.

3 24.1 As to those cases already set for trial, the Parties agree upon the following:

4 (a) Any case, except Special Circumstance Homicides, that is originally set for trial
5 with a trial date more than 90 days after the expiration of this Contract, or any case including Special
6 Circumstance Homicides or vertical prosecution cases in which arraignment is pending in the Superior
7 Court will be transferred to the new attorney if there is one, if no conflict of interest exists;

8 (b) Special Circumstance Homicides that have been assigned to ATTORNEYS for
9 less than 180 days shall be transferred to successor attorney. ATTORNEYS will assist new counsel in
10 preparation as requested by that counsel;

11 (c) It is anticipated that ATTORNEYS or subcontract attorneys will remain as
12 counsel on all other Special Circumstance cases set for trial, all vertical prosecution cases set for trial,
13 and all other felonies in which a trial date is, or has previously been, set by that ATTORNEYS.

14 24.2 The first two provisions above provide for transfer of cases to successor attorney
15 and responsibility for providing adequate legal counsel, but the Parties agree that the Court can hear any
16 motion brought by any counsel on behalf of any client affected by this process and that decision may be
17 contrary to this process.

18 24.3 For those cases that cannot be transferred to successor attorney, the Parties agree
19 that the COUNTY's liability for costs shall be limited to the following:

20 (a) COUNTY shall pay ATTORNEYS up to one additional month at current
21 negotiated rates, which will compensate for trial preparation and trial except as set forth below. For
22 those cases originally scheduled for trial during the Contract term or within 60 days of the termination of
23 the Contract, no additional payment is provided beyond the per case cost as reflected in Section 23, not
24 to exceed one month's compensation.

25 (b) For those cases originally set for trial more than 60 days after termination of the
26 Contract, the following payment schedule will apply:

27 Special Circumstance Homicides	\$500/day or \$250/half day per Attorney
28	Trial or motion (excluding 1050 motions)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Vertical Prosecution and Non-	\$400/day or \$200/half day
Special Circumstance Homicides	Trial or motion (excluding 1050 motions)
Other	\$350/day or \$175/half day
	Trial or motion (excluding 1050 motions)

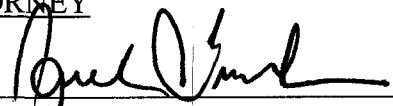
(c) It is agreed that if a case has been assigned to ATTORNEYS during the term of this Contract, costs of ATTORNEYS preparation have already been paid, and only motion and trial costs will be paid in addition as set forth above. Special Circumstance Homicides are the exception, and each case that has been assigned to the ATTORNEYS for less than 180 days but cannot be transferred to successor counsel due to a conflict, will be negotiated separately with a representative from the County Executive Office and the ATTORNEYS to cover the cost of ATTORNEYS preparation. Any exceptional cases may be negotiated separately as well.

1 25. NOTICES. All correspondence and notices required or contemplated by this Agreement
2 shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one
3 (1) day after their deposit in the United States Mail, postage prepaid:

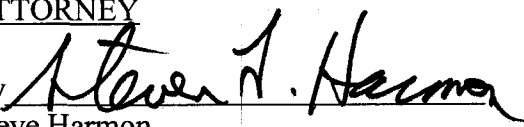
4
5 County of Riverside
6 County Executive Office
7 4080 Lemon St. 4th Floor
8 Riverside, CA 92501
9 Attn: County Executive Officer

ATTORNEY
Criminal Defense Lawyers
3685 Main Street, Suite 250
Riverside, CA 92501
Attn: Paul Grech or Steve Harmon

10 DATED: 3-11-2010

9 ATTORNEY
By 
11 Paul Grech

12
13 DATED: 3-11-10

ATTORNEY
By 
15 Steve Harmon

16 DATED: _____

County of Riverside

17 ATTEST:
18 Kecia Harper-Ihem, Clerk

By _____
Chairman, Board of Supervisors

19
20 By _____
21 Deputy

22
23
24
25
26 FORM APPROVED COUNTY COUNSEL
27 BY: MARSHAL VICTOR 3/11/10
DATE

1 **ATTACHMENT A**

2 **Definitions**

3 Wherever these words occur in this Attachment, shall have the following meaning:

- 4 a) "ATTORNEY" shall mean any employee, agent or representative of the contract company used
5 in conjunction with the performance of this contract.
- 6 b) "Vendor" shall mean an individual, firm, partnership or corporation that performs services for
7 the ATTORNEY or his or her subcontract attorney, either directly or through a duly authorized
8 representative.
- 9 c) "County" shall mean the County of Riverside and its Executive Office (EO). For purposes of this
10 amendment, E.O. and County are used interchangeably.

11 **Specialized and Professional Services Trust Account Policy**

12 (1) ATTORNEY shall retain on file written documentation from each engaged subcontract attorney
13 and professional vendor; a signed acknowledgment of the following: (a) has read and understands the
14 written policies and procedures pertaining to Requests for Approval, reporting and invoicing; (b)
15 understands that subcontract attorney and vendor must respond to all inquiries by the ATTORNEY,
16 and the County regarding billings and payments protocols unless such request infringes upon attorney
17 client privileges, and (c) understands that subcontract attorney and any additional vendor may not get
18 paid the full amount included in the invoice and/or may be required to reimburse the County for
19 inappropriate or unauthorized expenditures.

20 (2) ATTORNEY shall implement the following internal controls:

- 21 (a) Reasons for approving fewer or more hours than requested will be documented;
- 22 (b) Dates initial and any supplemental requests were approved will be recorded on the request forms
23 and in ATTORNEY's electronic case tracking systems; and,
- 24 (c) The number of requests made, total number of hours approved, hours used, and hours remaining
25 will be tracked and recorded for each case.
- 26
27
28

1 (3) ATTORNEY shall include the following policies and procedures regarding invoices for
2 specialized and professional services, and insure their subcontract attorneys and any subsequent vendors
3 adhere to these policies and procedures:

4 (a) Invoices will include all case identifiers described above; travel time, start and end locations
5 when requesting reimbursement for miles; accurate total miles, total hours, and total dollar
6 amounts; billing by the tenths or quarter of an hour, whichever is less; and total hours authorized,
7 used and remaining on the case.

8 (b) ATTORNEY shall ensure by their signature on the invoice that the work performed was
9 consistent with what was described and authorized in the corresponding "Request for Approval",
10 and those the dates for which hours are billed were after the date of approval for investigative
11 work and before the case was close.

12 (c) ATTORNEY shall review all invoices to ensure that the work performed is consistent with what
13 was described in the Request for Approval and the number of hours approved and was conducted
14 after the date of approval and before the case was closed;

15 (d) Verify that all calculations on the invoices are correct, including use of the correct mileage and
16 hourly rates for investigations;

17 (e) Verify that the dates of each activity are within the billing period for the invoice;

18 (f) Bill in increments of tenth or quarter hours, whichever is lower.

19 (g) Examples of investigative activities that would not be subject to payment by the ATTORNEY
20 include: (i) work performed over the number of hours approved; (ii) worked performed after the
21 date a case was closed; and, (iii) administrative activities that are not considered investigative,
22 such as setting up files, filling out required paperwork for the ATTORNEY, indexing, or placing
23 discovery into binders.

24 (4) The ATTORNEY shall :

25 (a) Assign, record, and track internal file numbers for each case with specialized and professional
26 expenditures by defendant and case.

- 1 (b) Include the internal file numbers as a case identifier in the monthly reports of expenditures of
2 Trust Account Funds, in addition to the vendor, type of service, amount of expense, and current
3 balance of the account.
- 4 (c) Include in the paper documents associated with each payment from Trust Account Funds: (i)
5 individual invoices for each case paid by the check; (ii) a coversheet that includes the cases,
6 amount for each case, and total amount paid or to be paid to the vendor by the subcontract
7 attorney; and (iii) the check number for the final payment to the subcontract attorney or vendor.
- 8 (d) Input into an internal electronic system for each case with specialized and professional
9 expenditures, at a minimum: (i) case identifiers such as the defendant's first and last name, case
10 number, internal file number, ATTORNEY or subcontract attorney, and type of case (e.g.
11 felony, misdemeanor, special circumstance); (ii) information on requests for specialized and
12 professional services such as the dates of the request and approval, type of service (e.g.
13 investigator, expert, etc.), vendor name, number of requests, number of hours or dollar amount
14 approved; and (iii) separate entries on expenditures made on the case that include the date of the
15 invoice, type of service, vendor, hours used, amount of other expenses, total amount billed on the
16 invoice, and the check number for payment.
- 17 (e) Utilize a readily available, inexpensive electronic software that is able to run reports using the
18 above information and provide: (i) the total expenditures, number of requests, hours approved,
19 used, and remaining on a particular case; (ii) average cost per case and/or by case type (e.g.
20 felony, misdemeanor, special circumstances); (iii) total and average cost per service charge type
21 (e.g. investigator, expert, etc.); (iv) total and average expenditure per vendor; and (v) average
22 number of hours requested, approved and used per case type.

23 **“Request For Approval” Procedures**

24 (5) The following information shall be required for all initial and any supplemental subcontract
25 attorney “Requests for Approval” for specialized and professional services and shall be maintained in
26 the file unless such request infringes upon attorney client privileges:

- 27 (a) Itemized planned activities (e.g. review discovery, crime scene investigation, review police
28 reports, etc.);

- 1 (b) Whether or not a written report is required;
- 2 (c) Names or initials of witnesses to be contacted and interviewed, if available;
- 3 (d) Anticipated location of planned interviews;
- 4 (e) Consistent case identifiers on all pages, including: defendant first and last name, case number,
- 5 internal file number, and ATTORNEY;
- 6 (f) The number of the request;
- 7 (g) ATTORNEY hours approved and worked to date on the case (for supplemental requests); and,
- 8 (h) Other pertinent information
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28