

**\*THIS TEMPORARY PROCEDURE IS IN RESPONSE TO THE STATE OF EMERGENCY DECLARED IN OHIO, CUYAHOGA COUNTY, AND THE CITY OF CLEVELAND IN REPSONSE TO THE COVID-19 PANDEMIC.**

**THIS PROCESS ONLY APPLIES TO APPOINTED ATTORNEY FEE BILLS AND COURT REPORTER FEE BILLS, NOT ANY OTHER FILINGS. OTHER FILINGS SHALL CONTINUE TO FOLLOW NORMAL FILING PROCEDURE.**

In order to allow the processing of fee bills in a timely manner, the court of appeals is temporarily changing the process for submitting payment for appellate appointed counsel fees and for transcripts that have been granted at state expense.

The requisite documents are to be scanned and emailed to Mary Pat Horwitz, Administrative Counsel for the 8<sup>th</sup> District Court of Appeals at Mph@8thappeals.com. The Court of Appeals Clerk's Office is to be carbon copied on the email at [coa-filings@cuyahogacounty.us](mailto:coa-filings@cuyahogacounty.us).

**Attorneys are to include the following documents:**

- (1) Certification for Appointed Counsel Fees Form (available on website)
- (2) Financial Disclosure form (available on website)
- (3) Affidavit for any expenses if being requested
- (4) Copy of the judgment entry from the trial court or court of appeals appointing the attorney

Failure to include any of the above will result in the request for fees being denied and counsel instructed to include the missing documents. The financial disclosure forms must be filled out as completely as possible.

Requests for attorney fee reimbursement will not be accepted prior to the court's release of its decision. The request for reimbursement must be made within 30 days after the release of the opinion.

Do not include your social security number on any of the documents. The new forms, found on the Ohio Public Defenders website and attached above, no longer require the attorney's social security number.

**Court Reporters are to include the following documents:**

- (1) Clerk Auditor's Transcript Fee for Indigent Defendant

(2) the trial court or the appellate court order granting the transcript at state expense