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County Executive

MACOMB COUNTY OFFICE OF PUBLIC DEFENDER

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NOTICE: New Hourly Billing Spreadsheet Effective 10-1-2023

The Hourly Billing Spreadsheet is used for hourly Requests For Payment submitted by attorneys providing legal services effective 10-1-23 in assigned cases managed by the Macomb County Office of Public Defender. (This includes all Felony cases charged in Macomb County, Misdemeanors brought in 41A-2 Shelby, 42-1 Romeo, 42-2 New Baltimore). Accompanying this Notice is an Excel Spreadsheet for use with attorney billing. This form is required for all services provided in an assigned case on or after 10-1-2023, and for all services conducted on and after 10-1-23.

Hourly Rate. There are some important features for using this Excel Spreadsheet. A critical feature to the proper function of the hourly rate used in the spreadsheet is the input of the Public Defender Case Number. Proper input of PD Case Number will generate the proper rate applied. Input the PD Case Number in the appropriate place on the form. The rate used will be displayed on the spreadsheet. In the example below, the PD Case Number ends in “A,” resulting in the \$192/hr rate.

Defendant Name:	John Dillinger
Public Defender Case Number:	PD23 25364 A
Date of Appointment:	
Principal Charge:	
District Court:	
District Court Judge:	
District Court Case No:	
16th Circuit Court:	
Circuit Court Judge:	
Circuit Court Case No:	

Total Minutes:	0.0
Total Hours:	0
Rate:	\$192.00
Total Billed:	\$0.00

Using appropriate letters at the end of the PD Case Number will result in the following rate:

PD Case No ends in:
A = \$192/hr
B = \$144/hr
C = \$132/hr
R, N, S = \$120/hr

Certain services do not have a unique PD Case Number. For those services, use “PD” (the appropriate 2-digit year), then “99999”, followed by the appropriate letter at the end. (*Correction: Circuit Court Arraignments should use “C” to reflect proper rate \$132/hr)

Circuit Court Arraignments	Use PD23 99999 C	\$132/hr
District Court Arraignments	Use PD23 99999 R, N, or S	\$120/hr
Shelby Township Docket Days	Use PD23 99999 S	\$120/hr
Circuit Specialty Courts	Use PD23 99999 C	\$132/hr
District Sobriety Court (Romeo)	Use PD23 99999 R	\$120/hr

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Entering Services on the Spreadsheet:

For each service, enter an individual date. (The form will not accept a range of dates like 1-1-23 to 2-15-23). Once the date is entered, use the drop down for: “Service Category” and “Service Details.”

Use “Provide Additional Information as Needed” when appropriate. A partial list of occasions when Additional Information is appropriate to support time billed is as follows:

<u>Service</u>	<u>Sample Additional Information</u>
DR Discovery Review - Documents / Etc/	175 pages of discovery
DR Discovery Review - Review Video	1.5 hours witness interrogation
CA Court Appearance PSI Attended	In Person
CP Circuit Court Pleading – Deviation	21 page attachment to Dev
CP Circuit Court Pleading – Mot & Brief	25 page motion
DC Conduct Discovery – Obtain Records	Subpoena Beaumont Records
PV Probation Violation – Other	Obtain Testing Records/Draft Memo

Not every line needs “Additional Information.” A sample of entries on a billing form with “Service Category,” “Service Details,” and some appropriate “Additional Information” entries is as follows:

Defendant Name: Albert Capone			
Public Defender Case Number: PD23 12335A			
Date of Appointment: 1/1/2023			
Principal Charge: Bootlegging			
District Court: 37th Warren			
District Court Judge: M Chupa			
District Court Case No: W23-1234-FY			
16th Circuit Court:			
Circuit Court Judge: J Blernat			
Circuit Court Case No: 2023-004567-FC			

Date	Service Category	Service Details	Provide Additional Information As Needed
1/1/2023	CC - Client Contact	INITIAL CONTACT (Describe at Jail, ltr, etc.)	see attached Jail Visit Slip
1/14/2023	DA - District Court Appearance	PCC (Probable Cause Conference)	Adj for Discovery
1/21/2023	DA - District Court Appearance	PCC (Probable Cause Conference)	
2/14/2023	DA - District Court Appearance	Preliminary Exam - Conducted	
2/21/2023	DR - Discovery Review	Documents / Etc. (Describe approx pgs)	Review 75 p of Discovery
2/23/2023	CC - Client Contact	In Custody - at MCJ or Other (Specify)	See attached Jail Visit Slip
3/3/2023	CA - Circuit Court Appearance	First Appear (Arraignment/Pre-Trial)	
3/17/2023	CA - Circuit Court Appearance	Pre-Trial	
3/28/2023	CP - Circuit Court Pleading Filed	Deviation Request	
3/28/2023	CP - Circuit Court Pleading Filed	Other (Please Describe)	Affirmative Defenses & Witness List
4/1/2023	CA - Circuit Court Appearance	Plea	
1/22/2023	CP - Circuit Court Pleading Filed	Sentencing Memo	25 p
1/29/2023	CA - Circuit Court Appearance	Sentencing or Sentence Review	

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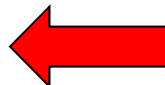
Start Time and End Time

The format for entering time is to enter the hours and minutes followed by AM or PM. Do not use periods with AM or PM. If you do not follow the format, an error will display in the Minutes column. (#VALUE!). This must be corrected before submitting.

Automatic Calculation of Billed Time

The last column of each line entry will display the total minutes billed for the line and the total amount billed. The rate applied is automatically filled when entering the PD Case Number. (See above). The box located above the line entries keeps track of total minutes, converts them to hours, and multiplies by the rate to get total amount billed on the form. A sample will look as follows:

Total Minutes:	1006.0
Total Hours:	16.76666667
Rate:	\$192.00
Total Billed:	\$3,219.20



Running total of minutes/hours and total billed



	00:00 AM/PM	00:00 AM/PM		
	Start Time	End Time	Minutes	Billed
	3:30 PM	4:00 PM	30.0	\$96.00
	8:30 AM	10:30 AM	120.0	\$384.00
	8:30 AM	10:00 AM	90.0	\$288.00
	10:00 AM	12:00 PM	120.0	\$384.00
	11:00 AM	12:00 PM	60.0	\$192.00
	4:40 PM	5:00 PM	20.0	\$64.00
	9:00 AM	10:30 AM	90.0	\$288.00
	9:00 AM	11:00 AM	120.0	\$384.00
	10:45 AM	11:05 AM	20.0	\$64.00
	11:05 AM	11:25 AM	20.0	\$64.00
	9:00 AM	11:00 AM	120.0	\$384.00
	3:30 PM	4:15 PM	45.0	\$144.00
	9:00 AM	11:30 AM	150.0	\$480.00
				\$0.00
			0.0	\$0.00

Contact the Macomb County Office of Public Defender with any specific questions.

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Addendum

General Rules For Hourly Request For Payment

There are a number of rules for submitting hourly bills. These are found in the Macomb County Public Defender Website. Overhead is included as part of the hourly fee. Some general rules include:

There is No Fee for Completing the Request For Payment Form.

Only Attorney Time Can Be Billed

Hourly Fee billing is for the assigned attorney's time. Service time for a paralegal, secretary, associate attorney, will not be paid.

No Standard Fees

There are no standard fees. Bills are based on actual time. (Ex: There is no standard fee to open mail, calendar a date, receive a phone message, or receive an email or text message. There is no administrative file opening fee. There is no mailing or printing fee. There is no initial preparation fee.)

Attorneys cannot bill for travel time.

Attorney travel time is not paid. There is an exception for travel outside the county for over 50 miles.

(Ex: An attorney leaves their office at 8:30 and arrive at Court for a 9:00 hearing. The hearing ends at 9:30. Total time to bill is 30 minutes. Driving time to/from Court is not appropriately billed)

Attorneys cannot double bill

Only actual time must be billed. Time cannot be billed twice.

(Ex: An attorney spends 2 hours on 4 cases, all in one court. Only 2 hours can be paid. Each of the 4 files can be billed ½ hour. Suppose the attorney, - on a break during the 2 hours at court, - makes a 15 minute call to a client on another file. This 15 minute call would properly be billed to the file of the called client. The remaining 1 hr and 45 min would be billed to the 4 cases handled at court.)

Specialty Court and Arraignments:

Minimum hours are paid for certain services. Where actual time exceeds the minimum, then the higher actual time is paid. Where actual time is less than the minimum, then the minimum should be billed. Examples:

Circuit Court Arraignments

(PV, BW, Extradition)	3 hours	\$132/hr
Carry Over to Afternoon	1 ½ hour	\$132/hr

District Court Arraignments

Romeo/Shelby In-Custody	2 hours	120/hr
New Baltimore T/W	2 hours	120/hr

Circuit Court Specialty

Drug Court	2 hours	\$132/hr
DWI/Sobriety Court	2 hours	\$132/hr
Mental Health	2 hours	\$132/hr
Veterans	2 hours	\$132/hr
Swift & Sure	2 hours	\$132/hr

Romeo Specialty Court

Sobriety Court	3 hours	\$120/hr
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