

**COURT APPOINTED ATTORNEY VOUCHER  
FOR COMPENSATION & EXPENSES IN \_\_\_\_\_ COUNTY**

STATE OF SOUTH DAKOTA,

vs.

DEFENDANT  JUVENILE  OTHER \_\_\_\_\_

DOB: \_\_\_\_\_

FILE #: \_\_\_\_\_

**TYPE OF ACTION:**

**STATUS OF CASE:**

CHARGES: \_\_\_\_\_

FELONY

DISMISSED

MISDEMEANOR

PENDING

JUVENILE

ACQUITTED

A&N

SENTENCED

MISC

County of Residence: \_\_\_\_\_

Address: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

CLAIM OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**INSTRUCTIONS:** Insert dates of services and time spent in hours and fractional hours into the sections below **and/or** attach a detailed itemization. Enough detail must be provided to ensure that the Judge can make a determination as to the reasonableness of the fees requested. If an itemization is attached you will only need to complete the **TOTAL COMPENSATION & EXPENSES CLAIMED** section on this voucher before signing. Completed vouchers should be presented to the Court on the date of completion of the case, but in no event later than 30 days after the case is completed. A voucher must be completed for each individual case and filed with the Clerk of Court's office after the Judge has signed. The Clerk will forward the filed voucher to the County Auditor for processing. See complete rules covering fees for Court Appointed Attorneys for additional information. Failure to follow these rules can result in refusal to approve the voucher or expense.

**DESCRIPTION OF CLAIM:** (see attached itemization)

**HOURS    AMOUNT**

**I    Time spent in Preparation:** (Interviews, research, consultation with client, etc.)

\_\_\_\_\_    \_\_\_\_\_

Detail: \_\_\_\_\_

**II    Time spent in Court:** Detail: \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

**III    Travel & Other Expenses:** Detail: \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_

**TOTAL COMPENSATION & EXPENSES CLAIMED: \$ \_\_\_\_\_**

I DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THIS CLAIM HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS IN ALL THINGS TRUE AND CORRECT.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
COURT APPOINTED ATTORNEY

*It is hereby ordered that the above claim is approved in the amount of \$ \_\_\_\_\_, and the County Auditor is directed to process this voucher forthwith upon presentation of this order.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

ATTEST:

DATE FILED: \_\_\_\_\_

AMOUNT OF CLAIM ALLOWED: \$ \_\_\_\_\_

BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_