

Internal Operating Policy 47-07

Submitted by Director to the Georgia Public Defender Standards Council: 8/24/2007

Approved by Standards Council: __/__/2007

Effective: __/__/2007

Authority: O.C.G.A. § 17-12-5(c) (2)¹

Subject: Appointed Counsel Source Document

The following is the Standards Council's policy on the payment of appointed counsel:

All appointed counsel or contract counsel must have a source document (i.e. signed contract with the Standards Council, conflict appointment form approved by the appropriate circuit public defender, or court order) in order to receive payment for services. Invoices will be submitted detailing the time spent and services performed. Invoice will not be processed unless signed by the appropriate signing authority or authorities. All payments are subject to available funds.

¹ O.C.G.A. § 17-12-5 (c) (2) provides as follows: “(c) The director shall...(2) Develop such rules, policies, procedures, regulations, and standards as may be necessary to carry out the provisions of this chapter and comply with all applicable laws, standards, and regulations, and submit these to the council for approval”.