

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA BARBARA



MEMORANDUM

To: Court Appointed Investigator
From: Department of Finance
Date: June 21, 2016
RE: Investigator Cost Reimbursements

These guidelines apply to investigators appointed by the Superior Court of California, County of Santa Barbara to assist the defendant in the defense of his/her case.

For your services, the County will pay for the following:

- Investigator fees will be paid at the rate of \$60 per hour.
- Travel time for court appearances, trips to the county jail and/or juvenile hall, for round-trip mileage that is equal to or in excess of 60 miles, the reimbursement rate is \$30 per hour. If the round-trip is less than 60 miles, there is no hourly compensation.
- Mileage will be reimbursed for one-way travel, if the round-trip mileage is equal to or in excess of 60 miles, at a rate of \$0.34 per mile. If the round-trip is less than 60 miles, there is no mileage reimbursement.
- There is no reimbursement for lodging, meals, and copies of discovery or motions.
- A separate order needs to be created to request additional ancillary services and expenses detailing the purpose to substantiate this additional request. Within the proposed order please detail out the request, hourly rate, and include a not to exceed amount.

To receive payment for services in a timely manner please submit the following to our department of finance:

- Court Appointed Order indicating the details of your appointment including your hourly rate and a not to exceed amount.
- Invoice including case name and number with line item details of dates and hours worked.
- If claiming reimbursement for travel, please include a mileage map (such as MapQuest) to support your claim.
- If this is your first appointment, please include a completed Substitute W-9 and Form 590.

Please submit all information to the following:

Superior Court of California, County of Santa Barbara
Attn: Department of Finance
P.O. Box 21107
Santa Barbara, CA 93121-1107

If you have any questions, please feel free to contact Ammon Hoenigman at 805-882-4674.