

Using This Revisable PDF Form

This form is completed by attorneys employed by the Public Defender's office and submitted to the court in order for the court to assess the cost of representation against a defendant when that defendant is found guilty. It is verified and signed by the judge.

Please note that this form must be submitted to the court on the trial date and signed by the attorney.

This form is not required when a public defender is appointed to represent the defendant on a single misdemeanor charge.

PUBLIC DEFENDER TIME SHEET

Commonwealth of Virginia

PUBLIC DEFENDER: 1 NAME

..... 2 ADDRESS

..... 2 ADDRESS

COURT: [] Circuit [] General District [] Juvenile and Domestic Relations District

4 { [] Commonwealth [] Locality

VS/In Re: 5

Court date: 6

[] Number of Charges and Code Sections

Case Number(s): 7

8

..... CODE SECTIONS

THIS FORM MUST BE SUBMITTED TO THE COURT AND SIGNED BY THE ATTORNEY AT THE TIME OF TRIAL.

Table with 5 columns: TIME, HOURS, MINUTES, RATE, AMOUNT. Rows include In Court, Out of Court, EXPENSES, and TOTAL.

I certify that the above detailed time and expenses are accurate.

..... 16 DATE

..... 17 ATTORNEY

AMOUNT ALLOWED: 18

..... 19 DATE

..... 20 JUDGE

Data Elements

1. Print the attorney's name.
 2. Enter the address of the public defender's office.
 3. Check the box that identifies the type of court which appointed the attorney.
 4. Indicate the type of charge(s) on which the attorney is appointed.
 5. Print the defendant's name.
 6. Indicate the court date or dates on this line.
 7. Identify the case number(s).
 8. Indicate the number of charges against the defendant and the statutes violated.
 9. In this column, indicate the number of hours the attorney spent in court and out of court, respectively (out-of-court time includes research, interviewing, etc.).
 10. In this column, indicate the number of minutes the attorney spent in court and out of court, respectively (out-of-court time includes research, interviewing, etc.).
 11. In this column, indicate the hourly rate for payment ("in-court" time is not to exceed \$75 per hour; "out-of-court" is not to exceed \$55 per hour).
 12. Total amount for in-court representation, reached by multiplying number of hours by the hourly rate.
 13. Total amount for out-of-court representation, reached by multiplying the number of hours by the hourly rate.
 14. Indicate the total amount of expenses claimed, itemizing and attaching invoices to this form.
 15. Add the amounts in items #12, #13, and #14; enter the total amount on this line.
 16. Date on which the form is completed.
 17. Attorney's signature.
- To be completed by the judge:

 18. The amount allowed here.
 19. Date of judge's signature.
 20. Judge's signature.