

**SPECIFICATION FOR REQUESTED ANCILLARY FEES**

Office of Court Appointed Counsel 33 N. Stone, 19<sup>th</sup> Floor Suite 1905 Tucson, AZ. 85701  
Fax: 520-724-4466

(\*This document is confidential and will be used for the sole purpose of determining the need of fees & assessments)

Name of Attorney: \_\_\_\_\_ Request Date \_\_\_\_\_

Attorney Phone: \_\_\_\_\_ Return Fax No. \_\_\_\_\_

Defendant: \_\_\_\_\_ Case Number \_\_\_\_\_

Class & Charge Description \_\_\_\_\_ Judge/Div \_\_\_\_\_

Class & Charge Description \_\_\_\_\_

Felony     FD Murder     Death Penalty     Other \_\_\_\_\_

No. of Hours Requested \_\_\_\_\_ Request No. \_\_\_\_\_

Type of Expense (i.e. investigator, paralegal, expert/type, transcriber) \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Please provide brief factual synopsis of your case.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the work that needs to be performed and the reason the performance of this work will help in the defense of your case.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Attorney Signature                      Date

Approved     Denied

\_\_\_\_\_  
Office of Court-Appointed Counsel

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

**A copy of this form must accompany any billing pursuant to this matter. All new vendors must register with Pima County at <https://vendor.pima.gov/webapp/VSSPROD1/Advantage>. Call (520) 727-3021 or (520) 724-8465 for assistance with registration.**