



Ohio Second District Court of Appeals Fee Application Process

1. Regardless of what county the appeal originated from, all fee applications must be sent directly to the Second District Court of Appeals (not the clerk) for processing:

Ohio Second District Court of Appeals
Attn: Jessica McVey
Appointed Counsel Coordinator
41 N. Perry Street, 5th Floor
Dayton, Ohio 45422

2. All fee applications must be submitted to the Court no later than **30 DAYS** after the final entry (whether by Opinion & Final Judgment Entry or Dismissal Entry). Fee applications submitted after the 30-day deadline are subject to being paid at a reduced rate if the county will not be reimbursed for the fee by the State Public Defender due to the late submission.

The application must include the following documents:

- Motion, Entry & Certification for Appointed Counsel Fees (OPD's fee application form);
 - Itemized Billing Statement;
 - Appellant's Financial Disclosure Form (OPD-206R);
 - Receipts for any expenses over \$1.00;
 - If counsel is seeking fees that exceed the applicable fee cap, a time-stamped motion for extraordinary fees is also required.
3. Once received, the application is given to the authoring judge for consideration. Upon the judge's review & approval, the Court mails the application to the respective county clerk for filing on the Court of Appeals record. A time-stamped & certified copy is then sent to the respective county auditor for payment.
 4. The county auditor processes payment and mails a check directly to the attorney within roughly 2-4 weeks after receiving the approved fee application.
 5. Any questions prior to submitting fee application can be directed to Jessica directly either via email (mcveyj@mcoho.org) or by calling her direct line (937-496-6617).