



Ohio Second District Court of Appeals Fee Application Process: Fine Points

- Date case was terminated/disposed of and date fee application submitted **MUST** be filled in and correct.

As attorney/guardian ad litem of record, I was appointed on _____, _____. This case terminated and/or was disposed of on _____. I am submitting this application on _____, _____.
 Name _____ Signature _____
 Address _____
No. and Street City State Zip OSC Reg. No. _____

- Write in attorney's Social Security Number or Tax ID Number above Ohio Supreme Court Registration Number.

SSN/TIN: 123-45-6789

OSC Reg. No. _____

- "Summary of Charges" refers to original conviction:
OFFENSE/CHARGE/MATTER; ORC CITY CODE; DEGREE.
- "DISPOSITION" refers to appellate court disposition.

SUMMARY OF CHARGES, HOURS, EXPENSES, AND BILLING

OFFENSE/CHARGE/MATTER	ORC/CITY CODE	DEGREE	DISPOSITION
1.)			
2.)			
3.)			

**List only the three most serious charges beginning with the one of greatest severity and continuing in descending order.*

- Expenses: copies can be charged at five cents per page (in-house); counsel may also be reimbursed for copy company, e.g., Kinkos, costs. For mileage, counsel must document traveling to and returning from; reimbursement rate of 50 ½ cents per mile.

- For expenses where a receipt is not available, counsel should create a receipt using company letterhead.
- If counsel is seeking fees that exceed the applicable fee cap, a time-stamped motion for extraordinary fees must be included with the fee application.