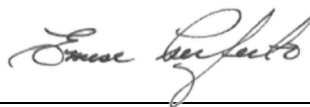




Policy Name: Billing and Invoice Submission Policy	Number: 404.600.03.006
Division: Administrative Services	Effective Date: 8/1/2025
Responsible Section: Accounts Payable	
Approved by: The Commission	Approval Date: 7/16/2025

**PURPOSE:** Establishes eligibility criteria and timeframes for which payment of billings will be processed.

**AUTHORITY:** ORS 151.216, 151.225(1)(c), 419A.211, 419B.201, 419B.518, 419C.206

**APPLICABILITY:** This policy applies to all reimbursement requests submitted to the Oregon Public Defense Commission (OPDC), including:

- Hourly billing
- Routine expenses
- Pre-Authorized Expenses (PAE)

## **POLICY:**

### **SECTION 1 – STANDARDS FOR REIMBURSEMENT**

#### **1.1 Review and Approval**

The OPDC Executive Director or designee will review all submissions to determine whether billed hours and expenses are reasonable, necessary, and properly payable from public defense funds.

#### **1.2 Scope of Compensation**

OPDC will reimburse only for legal services directly related to a specific case appointment. OPDC will not compensate for:

- Invoice or payment request preparation

- Timekeeping or administrative overhead, see Pre-Authorized Expenses policy, section 2.2 Overhead Expenses.
- Seminars, continuing learning education (CLE), or professional development unless previously authorized by OPDC. Provider must submit in writing for authorization
- General office or career management

### **1.3 Submission Method**

Invoices must be submitted electronically using the OPDC [online Invoice Submission Form](#)

The following must be included:

- Legal service fees
- Out-of-pocket expenses
- Related travel and mileage expenses
- All relevant receipts and authorizations
- Vendor number

Witness subpoena billing is **NOT** submitted electronically and must instead be emailed or mailed to OPDC.

The following must be included:

- Copy of the subpoena
- Verification of attendance (if applicable)
- Contact information via email or telephone number

### **1.4 Invoice Frequency and Deadlines**

- Attorneys are encouraged to submit invoices every 30 days
- Hourly billing for attorneys should be submitted once the cumulative total reaches five hundred dollars (\$500) or every 90 days
- Routine expenses should be submitted every 90 days or when they total \$100 or more
- Final invoices for attorney billing must be submitted within 180 days of case closure. Invoices received after the 180 days of case closure will be paid at the discretion of the OPDC
- Exceptions to the minimum billing amount on hourly attorney billings:
  - Final billing on the case
  - The client enters into a program or agreement which delays final adjudication
  - The client fails to appear, or the court issues a warrant
  - The court determines the client is unable to aid and assist

- Service providers must submit billing related to PAE authorizations by the expiration date listed on the authorization

## **SECTION 2 INVOICE REQUIREMENTS**

### **2.1 Required Information**

Each invoice must include:

- Vendor name, remittance address, vendor number, and contact details
- Case numbers/client identifiers (victim names must not be included)
- Invoice number, invoice period (service date range), invoice date and grand total
- Detailed time records including:
  - Individual service dates (MM/DD/YYYY — date ranges not allowed)
  - Description of work performed
  - Time spent in tenths or hundredths of an hour
  - Hourly rate and charge per entry, or flat rate if applicable

### **2.2 Out-of-Pocket and Travel Expenses**

- Expenses must be listed with receipts attached, unless:
  - Parking or postage expenses are twenty-five dollars [\$25] or less
- Travel/mileage must include:
  - Dates of travel, departure/destination location
  - Total miles traveled
  - Lodging, meals, and other expenses (receipts required except for mileage and meal allowance)

If using the **Travel and Mileage Worksheet**, detail should not be duplicated on the invoice. The worksheet may be submitted in lieu of an invoice only when no other services or expenses are billed for the period.

### **2.3 Invoice Format and Restrictions**

- Only one invoice per client per invoice period may be submitted.
- Multiple clients per invoice is allowed only for:
  - Routine interpretation services
  - Contract vendors submitting Routine Expenses
- Contract Counsel must use the Contract Counsel Routine Expense Worksheet.
- Interpreters may use the Interpreter Worksheet in place of a separate invoice for service fees.
- Investigators, Paralegals and Case Managers may use the Routine Records Reimbursement Worksheet in place of a separate invoice when billing for routine client records obtained on behalf of the attorney.

## **2.4 Invoice Submission Portal Requirements**

All invoice submissions through the OPDC online form must include:

- Completion of all required fields
- Upload of supporting documentation, including:
  - The invoice
  - Expense summary (if not included on the invoice)
  - Receipts
  - Any applicable Pre-Authorized Expense (PAE) authorization form
- The invoice total must match the total reported in the form.
- If a billing submission is rejected for not meeting the minimum requirements, please email [AccountsPayable@opds.state.or.us](mailto:AccountsPayable@opds.state.or.us) to request your original place in the payment queue.

## **2.5 Late Billing and Invoice Submissions and Expired PAE's**

If a billing has not been submitted within the timelines outlined in the policy, an exception must be requested. Documentation outlining the reason for the request must be attached, including the extenuating circumstances that arose from the billing not being submitted. If the request is not attached to the billing, the billing will be rejected.

## **2.6 Adjustments**

If the invoice is denied or an amount different from the original invoice is paid, OPDC will generate a Notice of Adjustment when the amount is \$10.00 or more. The provider may submit an additional invoice with the missing documentation or information in order for OPDC to make payment. The invoice submission will submit into the normal payment queue in the order received.

## **2.7 Reconsideration**

If the provider requests to dispute the Notice of Adjustment or any adjustment, a Request for Reconsideration must be submitted via email at [AccountsPayable@opds.state.or.us](mailto:AccountsPayable@opds.state.or.us).

A Reconsideration Request must include:

- Subject line of the email must state Reconsideration Request.
- Attached copy of the email Notice of Adjustment (if applicable) and;
- Supporting documentation or rationale for the reconsideration.

The request will be reviewed by the Reconsideration Panel for consensus of approval or denial within 10 business days. Reconsideration Requests are NOT for policy OR rate disputes and will NOT be considered. If the reconsideration is the result of any adjustment involving a PAE authorization, the attorney will need to submit a new PAE request for the services or expenses that were not able to be paid under that authorization.

## **2.8 Compliance and Enforcement**

Incomplete or non-compliant invoices may be returned for correction or denied. OPDC reserves the right to request clarification or supporting documentation and may audit billing submissions to ensure adherence to this policy.

## **2.9 Confidentiality**

In order for OPDC to carry out its obligation under ORS 135.055(9)(10), ORS 40.225(5), ORS 192.355(4), and ORS 151.216, it is necessary for OPDC to receive information that may be confidential or privileged, or both.

ORS 135.055(9) prohibits disclosure of requests and administrative orders for pre-authorization of non-routine fees and expenses, and billings for such fees and expenses, to the district attorney before the conclusion of the case. ORS 135.055(10) permits disclosure to the district attorney of the total amount of moneys determined to be necessary and reasonable for non-routine fees and expenses at the conclusion of the trial in the circuit court.

ORS 40.225(5) provides that the lawyer-client privilege is maintained for communications made to OPDC for the purpose of seeking pre-authorization for, or payment of, non-routine fees or expenses.

ORS 192.355(4) exempts from disclosure under the Public Records Law information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.

- OPDC will keep confidential all information regarding the cost of representation of a client and billings in a particular case, except as follows:

- OPDC may release, upon request at the conclusion of the case, the total amount of money paid for representation in the case.
- OPDC shall disclose information regarding the cost of representation and billing requests in a particular case to:
  - Counsel who represents or represented the Client in the case.
  - Counsel who represents the Client in a matter arising out of a particular case.
  - To the client, upon written request from the Client, except that OPDC shall not disclose information to the Client that it is prohibited from disclosing under state or federal law.
- OPDC may disclose to appropriate authorities' information regarding the cost of representation and billing requests when such information is reasonably believed to be evidence of, or relevant to, alleged criminal activity on the part of the court-appointed Counsel or other OPDC paid Providers.
- OPDC may disclose information regarding the cost of representation and Pre-Authorized Expense requests in a particular case in response to a subpoena for records following the conclusion of the case if the court issues a protective order.
- OPDC shall disclose information regarding the cost of representation and Pre-Authorized Expense requests as otherwise required by law.

This policy does not prohibit OPDC from disclosing statistical information that cannot be identified with any particular case.

Approved by: OPDC

Prepared by: Accounts Payable

Reviewed by: Policy Division

Publish: Internally and Externally