

Appointed Counsel and e-Filing -  
**ALL SUBJECT TO CHANGE**

1. **Appointment Entries** - These entries will no longer be filed by counsel. Appointments that were previously completed in the courtroom, or from the bench, will now be processed and filed by the court stenographer. (i.e. dismiss/re-file cases, new charges for current clients, etc.). Appointments that were previously completed by the appointed counsel office will continue to be processed and filed by the appointed counsel office. (i.e. new appointments, AM preliminary appointments, etc.)

A copy of the filed Appointment Entry will still be placed in the attorney's file on the 5th floor; however, this practice will eventually stop, due to the attorney receiving notification of filings via eFlex.

2. **Financial Disclosure/Affidavit of Indigency Forms (OPD-206R rev.1/2012)** - These forms will no longer be filed by counsel. It will be the responsibility of the appointed counsel office to complete, obtain signature and file all OPD-206R forms, even for appointments processed and filed by the court stenographer.

A copy of the original Financial Disclosure will still be placed in the attorney's file on the 5<sup>th</sup> floor; however this practice will eventually stop due to the attorney receiving notification of filings via eFlex.

3. **Motion, Entry, and Certification for Appointed Counsel Fees** - The Appointed Counsel Department currently has 6 attorneys who are testing the e-Filing billing process. Attorneys will no longer use the OPD software to generate a bill; a fillable PDF document has been created which is currently located on the Domestic/Juvenile Court's website and the Clerk of Court's website. Attorneys will also no longer submit the financial disclosure, appointment entry, or decision with their filings.

When this process is finalized and testing is complete, the court will update this provision on the website.

4. **Motions for Extraordinary Fees and Judgment Entries (for expenses exceeding \$100)** - this section will also be updated when finalized.

If you have any additional questions, please contact Megan Byerly, Appointed Counsel Supervisor or Gina Palmer, Administrative Magistrate.