

## INFORMATION FOR SUBMITTING A BILL OR INVOICE

Any expert, forensic consultant, court reporter or other vendor of services we have requested may follow these directions for the submission of the documents needed for processing payment.

### **Step 1- Preparation of Documents (Demand Form plus Supporting Documentation)**

You should forward to Terry Rapicavoli, in the Department's Main Branch, a completed County Demand Form. The Demand Form is available from our website in a link provided to you, or it can be sent to you by contacting either the attorney who requested the service or Ms. Rapicavoli.

Contact information for Ms. Rapicavoli is set out below. The Demand Form must have all the information completed including the PD Request ID Number; and it must be a signed original.

The Demand Form itself should contain no extraneous information beyond filling in the requested fields. The Demand Form must be accompanied by a separate invoice, bill or other documentation **setting forth with greater specificity the requesting attorney's name, the client's name, the file number, the services provided, the date(s) of such services, as well as detailed billing calculations for the sum owed.** In turn, that is the sum that should be entered on the Demand Form.

**If this is the first time you are providing services to the department, you are additionally required to submit a completed W-9 along with the original signed Demand Form.**

### **Step 2 - Transmission of Documents**

You should send the originals of the documents described above to our Department's Accounting Technician, Ms. Terry Rapicavoli.

They should be sent to her at:  
Office of Public Defender  
800 Ferry Street  
Martinez, CA 94553

Correspondence and any other documentation can be directed to Ms. Rapicavoli by facsimile or by e-mail attachments.

Phone: (925) 335-8069

Fax: (925) 335-8010

E-mail: [Terry.Rapicavoli@pd.cccounty.us](mailto:Terry.Rapicavoli@pd.cccounty.us)

A copy of this material should also be sent to the attention of the deputy public defender who requested your services at the address the attorney provides to you. This is important as the attorney must acknowledge receipt of the services before Ms. Rapicavoli can process the submission you sent to her.

### **Step 3 - Payment**

After the required documentation is acknowledged as appropriate by the deputy public defender and that documentation is processed by Ms. Rapicavoli, the Demand Form alone will be forwarded to the Auditor - Controller of Contra Costa County. Typically, payment is mailed within six weeks thereafter.