

Appendix A

Expense Guidelines for Special Counsel

Note: It is expected that routine office-related tasks and expenses are included in a firm's rate for professional services. Receipts or invoices are required for all expenses. Unauthorized billings will not be approved or paid.

Expenses eligible for reimbursement:

1. Direct and actual costs without markup
2. Court fees and filing fees
3. Expert witness fees

Expenses eligible for reimbursement only with prior written approval by OAG:

1. Deposition and trial transcripts, trial exhibits
2. Private investigators, arbitrators, mediators, litigation support vendors, other professionals
3. Routine facsimile transmissions, photocopies, postage, shipping, couriers, messengers
4. Long-distance telephone calls
5. Legal research
6. Other extraordinary expenses

Expenses not eligible for reimbursement:

1. Clerical or administrative tasks including but not limited to file set-ups, scheduling appointments, ordering photocopies, arranging for court reporters, deliveries, or travel
2. Overtime charged for administrative and/or secretarial employees or expenses
3. Librarians, secretaries, computerized/online research tools, file administration, graphics, desktop publishing, seminars, books, training, general overhead expenses
4. Learning time or on-the-job training required for the substitution of attorneys or other timekeepers working on the matter
5. Time spent to comply with a firm's internal policies and procedures, such as a firm's requirement for one or more additional lawyers to review a legal opinion
6. Such other items as may be determined by OAG