



LUBBOCK PRIVATE
DEFENDERS OFFICE

LPDO VOUCHERING PACKET

September 2026

Mike Fulmer
Executive Director

Rusty Gunter
Chief Defender

Katy Nicholson
Executive Assistant



WHO TO CONTACT AT LPDO

Thank you for serving on the Lubbock Private Defenders Office panel of attorneys. This packet has been created to address frequent issues we see on your weekly vouchers. If you have any additional questions, see the list of contacts below.

Please give LPDO a call if you have any circumstances with a voucher that may need attention. We will make every attempt to process your vouchers on time.

Who to contact regarding...

Voucher Questions

Rusty - rgunter@lpdo.org
Katy - knicholson@lpdo.org
Mike - mfulmer@lpdo.org

Legal Questions

Rusty - rgunter@lpdo.org

Assignments

assignments@lpdo.org

Billing

Katy - knicholson@lpdo.org
Mike - mfulmer@lpdo.org

Legal Server

Katy - knicholson@lpdo.org
Sarah - svelasquez@lpdo.org

**Check out our website for
valuable resources:**

[https://www.lpdo.org/
attorney-resources](https://www.lpdo.org/attorney-resources)

VOUCHER FORM FIELDS

<https://form.jotform.com/LPDO/attorney-voucher-fy27>

CASELOAD INFORMATION

- **LS Matter #** Include all Matter #s, if there are multiple.
- **Date of Assignment** Use earliest date of assignment.
- **Date of Initial Contact** This is the first attempt of contact, even if unsuccessful. Must occur within 1 business day of receiving Notice of Assignment.
- **Date of Representation Termination** For closed cases, this is the date of disposition. For all other cases, this is the date of your final time entry.
- **Top Charge Case Category** LPDO will provide this on the Notice of Assignment sheet. If your client has multiple NOA's, refer to the most recent NOA.

CHARGE INFORMATION

- All charge information must be reported as it stands at time of voucher submission.
 - E.g. case assigned at mag level but resolved in county court; voucher must have county case number and appropriate county court selected
 - E.g. charge offense level originally 3rd degree, re-indicted to 2nd degree; voucher must have 2nd degree selected for charge offense level
- Enter top charge as Case #1

BILLABLES INFORMATION

- **Total Voucher Request** Summation of all case billables (i.e. main case \$ + (0.1*\$hourly rate) \$ for each subsequent case)
- **Total Billable Hours** Equal to the sum of hours worked plus 0.1 for each additional charge
- **Optional: Jail Travel Time** LPDO is collecting data to get an idea of how much time is spent traveling to and from the jail to visit clients. It is not required for voucher approval.

VOUCHER REQUIREMENTS

Timesheet

A time entry spreadsheet is required for every voucher unless charging the flat rate. The timesheet must include all billable time entries, total hours worked, hourly fee rate, and \$ total for each charge.

- Excel or PDF format is permitted. No handwritten scans.
- Hours and payment request sums must be displayed on the time sheet.
- Each case # must be listed on the time sheet.

Billable Entries

Time entries must be documented in tenth of an hour increments (i.e. 0.1 for every 1-6 minutes). Please do not list more than 3 separate events on one event line in your billables ledger. The hourly fee schedule is listed on page 5 and 6.

Flat Rate Billing

Timesheet is not required; however a minimum of 4 hours is expected to be spent on the case(s) to be eligible. Include all charges on the Voucher Form. Apply the flat rate on case #1 and (0.1 x \$ hourly rate) on each subsequent case. Interim vouchers are not eligible for flat rates.

Interim Billing

Interim billing vouchers are permitted for any unresolved caseload that has exceeded one year since initial assignment for the given client. You may only interim bill once prior to case resolution.

- The initial interim bill should include only the primary charge with hours accrued thus far. Omit other charges. Select "Interim Billing (first)" as "Reason for Vouchering."
- The final interim bill should include the primary charge with hours accrued proceeding the initial interim voucher, and any other charges in the caseload. Select "Interim Billing (final)" as "Reason for Vouchering."



Don't Forget!

Resolved cases must be closed in LegalServer. Initial interim bills, re-assigned cases, & 2nd/3rd chairs do not require LS closure.

VOUCHER FAQ

Voucher Processing

Vouchers must be submitted by 4:00 PM Wednesday to guarantee payment on Friday.

Corrected

vouchers may be pushed to the following week.

- Vouchers will not be reviewed for payment the week of Juneteenth, Thanksgiving, Christmas, or the final full week of September.
- Vouchers must be submitted within 90 days after disposition. Vouchers submitted after this are at the discretion of LPDO to pay and may be denied for payment.

Multiple Charges

When submitting a voucher for one client with multiple cases, bill on the highest pay rate for all your billable entries (regardless of earliest assignment date).

- All subsequent cases require a 0.1 time entry at the pay rate respective to itself.
- All cases should be included on one time sheet, with each case # listed as a separate time entry.

Multiple Charges with a Shared Case Number

Enter each charge as a separate case on the Voucher Form, with a 'Ct I, Ct II' qualifier following the case number. Each charge needs to be accounted for with a (0.1*\$hourly rate) billable fee.

Change in Charge Level / Caseload Split Between May 1, 2023 Fee Change

- If charge level is increased prior to its resolution: You may bump the hourly rate to the increased charge level fee for the entirety of your billables.
- If charge level is decreased prior to its resolution: You may maintain the prior hourly rate of the original charge level fee for the entirety of your billables.
- If a client's caseload is split between the old and new fee schedule: All billable entries prior to the new case assignment will maintain the original hourly rate. All billable entries following the new case assignment will be at the updated (i.e. post-May 1, 2023) hourly rate.
 - This will result in a billables sheet with two different hourly rates used, with the shift occurring at the time of new case assignment (i.e. any assignment following May 1, 2023).

MH Re-classification

For attorneys serving on the MH panel only: If a client has been re-classified as a mental health client following initial assignment but prior to case resolution, all time entries may be increased to the MH hourly rate.

FEE SCHEDULE

As of May 1st, 2023

Felony Rates

- 1st Degree - \$135.00
- 2nd Degree - \$135.00
- 3rd Degree - \$115.00
- State Jail Felony - \$115.00
- Felony Flat Rate - \$400.00

Misdemeanor Rates

- A and B - \$100.00
- Misdemeanor Flat Rate - \$250.00

Mental Health Rates

(must be on MH panel to receive MH hour rates)

- All Offense Levels - \$135.00

2nd Chair Assignments

- 2nd Chair Felony - \$85.00
- 2nd Chair Felony Mentee / 3rd Chair Felony - \$75.00
- 2nd Chair Misd - \$80.00
- 2nd Chair Misd Mentee / 3rd Chair Misd - \$70.00

Appeals

- Appellate rates will be paid equivalent to trial degree rates



FEE SCHEDULE

PRIOR TO MAY 1, 2023

For any case assigned to you prior to May 1st, 2023.

Felony Rates

1st Degree - \$100.00
2nd Degree - \$85.00
3rd Degree - \$85.00
State Jail Felony - \$85.00
Felony Flat Rate - \$400.00

Misdemeanor Rates

A and B - \$75.00
Misdemeanor Flat Rate - \$250.00

Mental Health Rates

(must be on MH panel to receive MH hour rates)
All Case Levels - \$135.00

2nd Chair Assignments

2nd Chair Felony - \$80.00
2nd Chair Felony Mentee / 3rd Chair Felony - \$70.00
2nd Chair Misd - \$75.00
2nd Chair Misd Mentee / 3rd Chair Misd - \$65.00

Appellate Case

Appellate rates will be paid equivalent to trial degree rates



BILLABLES GUIDELINES

These time entries are representative of anticipated maximum amount of time spent on task. Time sheet submitted with vouchers should be representative of actual time spent on task; not to exceed reason.

Case Assigned

Receive Appointment.....	0.1
Open File (per caseload).....	0.1
Run Client History.....	0.1
Check for Posted Discovery.....	0.1
Initial Client Letter.....	0.1
E-file NOA/39.14 Discovery Request.....	0.1

Case Progression

Arraignment/E-file WOA.....	0.1
Client Communication (letter/text).....	0.1
Read & Respond to emails.....	0.1
Jail Travel Time (separate from entry for visitation).....	0.5
VAP Request.....	0.1
Motion/Writ for Bond Reduction.....	0.3
Motion for Competency.....	0.3
Motion for Continuance.....	0.3
Non-evidentiary Motions.....	0.5
Check for Case Update.....	0.1
Attend PNC/SCH.....	0.5

Case Resolved

Close File & Prep Voucher (Single charge).....	0.3
Close File & Prep Voucher (Multiple charges).....	0.3 + 0.1x
	<i>x = per additional charge</i>

Other Suggested Billables

Any meeting/communication with 2nd or 3rd parties related to the case; reviewing discovery; any e-filed document; consulting with mentor or peer on case; searching for client; preparing trial notebook

REIMBURSEMENT

All submitted invoices/receipts must include expense information, defendant's full name, and Lubbock case number

Court Transcript

- Have Court Reporter send invoice directly to LPDO at billing@lpdo.org

Expert Witness

- Complete LPDO's form (link below) to be approved
- Expert may submit invoice directly to LPDO at billing@lpdo.org
- Signed Ex Parte Order must be submitted to LPDO before invoice can be paid
- First-time experts must provide current W9 and direct deposit form (available on LPDO site)

<https://form.jotform.com/LPDO/investigator-expert-request-form>

Investigator

- Complete LPDO's form to be approved then have the investigator bill LPDO directly at billing@lpdo.org (if not using in-house investigation)

<https://form.jotform.com/LPDO/investigator-expert-request-form>

Other Litigation Expense

- Send any invoices or receipts to billing@lpdo.org, or enter reimbursement item as an 'expense' line on your timesheet when submitting the case voucher
- Large print jobs can be completed at the LPDO office. Prior approval for printing expense is required; contact Chief Defender.

Difficult Client Fee: \$200

LPDO recognizes there are times where an attorney-client relationship is very strained. The Difficult Client Fee is a once-per-client caseload fee that acknowledges the mental and emotional toll the case cost you. A brief explanation providing details on the issues must be included at the end of the voucher to be approved by the Chief Defender. Add \$200 to the voucher billable sheet as an expense.



ADDITIONAL REMINDER: ANNUAL RENEWAL

To remain on LPDO's panel list, every attorney must:

- Complete the renewal application form, **before December 31st**
<https://form.jotform.com/LPDO/2027-lpdo-panel-renewal>
- Report indigent percentages to TIDC **before October 15th**
 - *Quick link on our site under Attorney Resources*
- Maintain LCDLA membership
 - Contact LCDLA Treasurer to pay LCDLA dues
 - Treasurer at the time of this publication:
Matthew Johnson (matthew@johnsonpropst.com)



**Failure to complete these tasks may
suspend your case assignments**





THANK YOU

*Call our office if you
have any questions,
and visit our website
for more valuable
resources and
information:*

<https://www.lpdo.org/>

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