

**NORTHGLENN MUNICIPAL COURT  
ADAMS COUNTY, STATE OF COLORADO**

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**ADMINISTRATIVE ORDER: 20-01\***

**Subject: Payment of Court Appointed Counsel**

*\*This Order updates and replaces following standing orders:  
Court Appointed Counsel Standing Order Issued Oct. 10, 2017*

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The City of Northglenn Municipal Court shall provide independent indigent defense for each indigent defendant charged with a municipal code violation for which there is a possible sentence of incarceration. Therefore, the Court Administrator and the Court Clerks shall maintain a list of qualified indigent defense lawyers that are evaluated or overseen by the office of alternate defense counsel. (Attachment A)

When an attorney accepts a court appointment to represent an indigent defendant the City of Northglenn Municipal Court will pay the following rates:

- \$75.00 per hour
- Maximum fee for disposition without trial \$600.00
- Maximum fee with trial to the court or trial by jury \$950.00

Travel time to and from the court will be reimbursed, but not to exceed 30 minutes per court appearance. The Court will not reimburse for mileage.

The Court will not reimburse for time spent on administrative activities such as\*:

- Preparing invoices or request for payment
- Copy costs or time making copies
- Faxing documents
- Mailing letters

The Court will not pay fees or expenses for:

- Paralegal, secretarial or investigator work
- Legal research services
- Or more than one attorney performing the same task at the same time

Attorneys may bill up to two times during the term of their appointment. It is suggested that billing occur at the end of the case. An appointed attorney must submit an itemized invoice or request for payment within 42 days of completion of the case. If fees exceed the maximum allowed, a specific description of the extenuating circumstances justifying an excess fee must be included in the invoice for request for payment.

**So ordered this 31<sup>st</sup> day of January 2020.**

*/s/ Amanda Bailhache*

**Amanda Bailhache  
Northglenn Municipal Court Judge**

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\* This list is not exhaustive and is provided to give examples of administrative activities that will not be reimbursed.

Attachment A  
Administrative Order 20-01  
Effective January 2020

<b>Name</b>	<b>Law Firm/Court</b>	<b>Email</b>	<b>Phone Number</b>
Arielle Balyeat	BK Law PLLC	abalyeat@bklawco.com	<a href="tel:3037186550">(303) 718-6550</a>
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