

**Instructions for Completion of AOC Claim for Compensation and Expenses**  
(These instructions are not intended to be comprehensive. Consult the appropriate appellate project for clarification of items you do not understand.)

**Page 1 instructions**

**Heading:** Do not complete the darkened blocks labeled “AOC Suffix.”

- (A) **Type of Case:** Check only **ONE** box.
- (B) **Main Proceedings:** Check only **ONE** box. If the proceedings consisted of several types, choose the “greatest” (e.g., “jury” takes precedence over “court” or “guilty plea” and “guilty plea” takes precedence if the “new” conviction is a guilty plea that also involves a violation of probation in another case). “Court trial” includes juvenile and dependency matters. “Other” includes resentencings, hearings after CRC exclusion, etc.
- (C) **Counts:** Do not list dismissed counts or acquittals. List the most serious offense first. If there is more than one violation of the same code section, list it once and indicate in the “# of Counts same sec.” column the number of different violations of the same section found true. Do NOT record enhancements or prior conviction information.
- (D) **Disposition:** If the matter resulted in a commitment to state prison, record the TOTAL determinate term in the Years and Months boxes. If one or more indeterminate life terms (e.g., 15 to life, or 25 to life) or terms of life without possibility of parole were imposed, record the quantity of such terms in their respective boxes. E.g., two sentences of 25 years to life would result in the number 2 appearing in the “Non-LWOP life-tops” box, whether they were ordered to be served concurrently or consecutively. Insert an “X” in the appropriate blank if the defendant was sentenced to one or more terms pursuant to Penal Code sections 667(b)-(i) or 1170.12. If the defendant was NOT committed to state prison, check ONLY ONE of the boxes in the lower portion of item (D). (DO NOT check any boxes in that area if the defendant was committed to state prison.) Examples of “Civil Commit” under “CRIMINAL” are commitments to CRC and commitments after a finding of not guilty by reason of insanity. Conservatorship appeals and support order appeals are examples of the main category “OTHER.”
- (E) **1538.5:** Enter “Y” or “N” in the appropriate box to indicate whether any of the issues briefed on appeal arose from a motion to suppress evidence pursuant to Penal Code section 1538.5. Do not leave it blank.

**Page 2 instructions**

Record your hours to the **tenths place** (e.g., “0.1”), **not to the hundredths**.

- (G)(1) to (G)(24): The Final Claim and any supplemental claims should **include a cumulative total of ALL of the time claimed**, including any time claimed on an Interim Claim.
- (G)(2) **Record Size:** Record the number of pages of the entire clerk’s transcript, including the preliminary hearing transcript, in the box labeled “CT (incl. Prelim.)” Record the number of pages of the reporter’s transcript in the box

labeled "RT." Record the size of other items (e.g., transcripts of tape recordings or exhibits) in the box labeled "Other." If you did not read the preliminary examination transcript, enter the number of pages of that transcript in the box labeled "Prelim (Subtract)." Add the boxes "CT (incl. prelim.)," "RT," and "Other." Subtract from that total the number in "Prelim (Subtract)," and enter that resulting amount in the box labeled "TOTAL." In other words, record the size of all the transcripts in the first three boxes, then subtract the size of the preliminary examination transcript from the total if you did not read the preliminary examination. If you DID read the preliminary examination, then leave that box (labeled "Prelim (Subtract)") blank and do not subtract it from the total. You will need to provide an explanation for reading it, however.

**(G)(5), (G)(14), (G)(18), and (G)(22)-(G)(24):** Note that these items require that you **insert a brief description**. If there is insufficient room in the space provided on page 2, use the space under item (J) on page 3. Requests pursuant to **rule 35(e) should be shown under item (G)(5)**, NOT as augmentation motions under (G)(4).

**(G)(7) Unbriefed Issues:** As indicated at the bottom of Page 2 of the claim form, attach a separate list of all unbriefed issues for which you will be claiming compensation. The list should be a SEPARATE document. Do NOT list the unbriefed issues at page 3, item (J).

**(G)(17) Telephonic Argument (Court of Appeal only):** If there was oral argument, record a "Y" or an "N" in the space provided at (G)(17) to indicate whether it was conducted remotely, such as by telephone or other electronic means.

### Page 3 instructions

**(H)(1)-(H)(9):** The expenses on the Final Claim and any supplemental claims **should include a cumulative total of ALL expenses claimed**, including any expenses claimed on an Interim Claim. (Supreme Court only:) For any single item of expense over \$100 submit the original invoice.

**(H)(1) Photocopying:** If you incurred photocopying expenses at different rates, record the TOTAL number of copies and the AVERAGE cost per copy in the space provided. Do not list the different quantities and rates separately.

**(J) Explanations:** Be sure to provide the information and items mentioned at the bottom of Page 2 of the claim form. You can use the space at item (J) to record your explanations. BE SURE THAT YOU INCLUDE THE ITEM NUMBER TO WHICH THE EXPLANATION REFERS. Attach additional sheets if necessary.

<p><b>The Administrative Office Of The Courts Expects That All Claims For Compensation For Services Provided In An Appellate Court Shall Be Submitted No Later Than 180 Days Following The Date Of the Court of Appeal Opinion or the Supreme Court Remittitur.</b></p>
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