

FILED
Superior Court of California
County of Los Angeles

JUN 05 2024

David W. Staylor, Executive Officer/Clerk of Court

By: R. Mina, Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF LOS ANGELES

ORDER DELEGATING TO CLERK OF COURT
ADMINISTRATIVE AUTHORITY TO PROCESS
PROFESSIONAL APPOINTEE COURT
EXPENDITURE CLAIMS

AMENDED GENERAL ORDER
EFFECTIVE JUNE 5, 2024

1. **Delegation of Authority.** To support the uniform and efficient processing of Professional Appointee Court Expenditure (PACE) claims for all litigation areas, this order delegates to the Clerk of Court the authority to review, approve, and process PACE claims for payment as described below.
2. **Claims Submission.** General, Per Diem, and Capital Case PACE claims shall be submitted through the ePACE claim portal.
3. **No exception claims.** The Clerk of Court may process and approve all PACE claims, except for appellate attorney claims, that do not contain exceptions, including per diem and early disposition calendar claims, upon verification of the assigned attorney or expert.
4. **Claims Corrections.** Except for appellate attorney claims, the Clerk of Court may correct and approve the following exceptions for all PACE claims:
 - a. Claims that contain a mathematical error in either the Declaration or the Details of Services so long as the claim amount is within the allowable amount in the court appointment order;
 - b. Claims in which the rate claimed exceeds the approved appointee rate will be reduced to the authorized rate;
 - c. Claims for more than 11 hours of work on a single business day will be reduced to 11 hours;

- 1 d. Claims for more than 10 hours of work on a weekend day or holiday will be reduced to
2 10 hours; and
- 3 e. Claims for more than 7 hours of court time on a single day will be reduced to 7 hours.
- 4 **5. Claims or Portions of Claims That Will Not Be Paid.** The Clerk of Court shall not pay the
5 following exceptions for any PACE claim:
- 6 a. Service dates in which court time falls on a holiday or weekend;
- 7 b. Service dates prior to the appointment date, unless the claim is for work on criminal post-
8 judgment motions or petitions that is accompanied by an Attorney Declaration RE: IDP
9 Case Assignment Prior to Court Appointment form;
- 10 c. Service dates after the date the claim is submitted; and
- 11 d. Mileage, parking, or travel expenses that are not allowable as defined in contracts or were
12 not pre-authorized by the court.
- 13 **6. Late Claims.** The Clerk of Court shall provide three late claim warnings to each claimant per
14 case. The fourth and any subsequent late claim by a claimant on an individual case shall be
15 reduced by 50% for claims submitted beyond 90 days from the **last** date of service.
- 16 **7. Per Diem Late Claims.** The Clerk of Court shall provide three late claim warnings to each
17 claimant who submits a late claim for their duty day. The fourth and any subsequent late claims
18 shall be reduced by 50% for claims submitted beyond 90 days from the last date of service for a
19 twelve-month period beginning on the submission date of the fourth late claim. The Clerk of
20 Court shall provide claimants with the option to request judicial review of any late claim that is
21 reduced. Claimants shall include good cause justification with their request for judicial review
22 of any late claim that has been reduced.
- 23 **8. Denied Claims.** The Clerk of Court shall deny expert and attorney claims submitted more than
24 180 days after the date of service for all litigation areas except attorney claims in probate and
25 criminal capital cases. For claims with multiple dates of service in all litigation areas except
26 probate and criminal capital cases, only those dates which exceed 180 days shall be denied. The
27 Clerk of Court shall deny probate attorney claims submitted more than 180 days after the court
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1 order awarding fees and costs is made and shall deny capital case attorney claims submitted more
2 than 180 days after the probation and sentencing hearing or any other dispositive event.

3 9. **Duplicate Claims.** The Clerk of Court shall deny claims in which services are duplicated by
4 type and date as those submitted in another claim on the same case.

5 10. **Notification to Claimant.** The Clerk of Court shall notify the claimant when PACE claims are
6 adjusted pursuant to these guidelines.

7 11. **Notification to Court.** The Clerk of Court shall notify the appointing judge and the Supervising
8 Judge of the appropriate panel if a claimant demonstrates a pattern of claim exception.

9 12. **Claim exceptions falling outside of the guidelines.** The Clerk of Court shall immediately route
10 claims that do not fall within the guidelines noted herein to the judicial officer who ordered the
11 professional appointment for review and approval or to the Supervising Judge of the appropriate
12 panel if the appointing judge is not available.

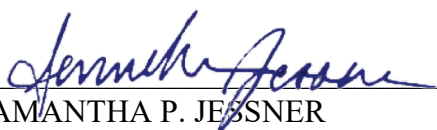
13 13. **Electronic Filing (e-filing) Fees.** The Clerk of the Court shall reimburse, upon the submission
14 of appropriate supporting documentation confirming payment, all e-filing fees required for the
15 case and paid by PACE appointees, including, but not limited to, the following fees: (1)
16 Electronic Filing Service Provider convenience fee, (2) court transaction fee, and (3) Credit Card
17 Transaction Fee.

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19 This General Order amends and supersedes General Order **2023-GEN-016-01** and any other
20 previous order or local rule related to Professional Appointee Court Expenditure (PACE) processing, is
21 effective June 5, 2024, and is to remain in effect until otherwise ordered by the Presiding Judge.

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23 GOOD CAUSE APPEARING THEREFOR, IT IS SO ORDERED.

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26 DATED: June 5, 2024



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28 SAMANTHA P. JESSNER
Presiding Judge