

Judicial Council of California Retention- and Production-of-Receipts Policy for Court Appointed Appellate Counsel

2018

The Judicial Council (JC) of California has informed the Project Offices that counsel in the California Appellate Appointed Counsel Program (CAC) must retain documentation for claimed expenses. Documentation includes, but is not limited to, invoices, receipts, copying and mileage logs, and other records that support claims for expenses. Although documentation need not be submitted with a fee claim, the projects or the JC may request documentation with regard to expenses claimed. The burden of proof rests with appointed counsel to substantiate their claims. For tax purposes, the California Franchise Tax Board suggests keeping such documentation for at least seven (7) years, which would also cover audits of the CAC program.