

**Superior Court of California, County of Santa Barbara  
Fiscal Services, 1100 Anacapa Street, Santa Barbara, CA 93101**

**Guidelines for Compensation for Court-Appointed Investigators**

These guidelines apply to investigators appointed by the Santa Barbara Superior Court to assist a defendant in the defense of his/her case.

For your services as an investigator, the Court will pay the following:

- Investigator fees will be paid at the rate of \$50 per hour.
- Travel time for court appearances and for trips to the County Jail or Juvenile Hall will be reimbursed at the rate of \$25 per hour if the round-trip mileage exceeds 60 miles. If the round-trip mileage is less than 60 miles, there is no compensation for travel time.
- Mileage will be paid at the rate of \$0.34 per mile, one-way, if the round-trip mileage exceeds 60 miles. If the round-trip mileage is less than 60 miles, there is no compensation for mileage. Mileage claims must be supported by a Map Quest printout.
- There is no coverage for lodging or meals.
- The Court does not pay for copies of discovery or motions.

For your convenience, we have attached a sample invoice format showing the detail of services performed. Payment of investigator fees are usually made to the defense attorney's trust fund and the attorney reimburses the investigator. Submit your invoice to the attorney for payment.

However, if no court-appointed attorney is involved and the Court is paying you directly, you will need to provide the following forms:

1. Single Payment Claim form to request payment (Required)  
(A blank form and a sample of a completed Single Payment Claim form are attached.)
2. W-9 Vendor Registration Form (Required if you are a new vendor in the County Auditor's system. If in doubt, submit the attached form.)
3. An invoice listing services performed. (A sample format is attached.)

Send the claim form with signature, the W-9, and a detailed invoice to:

Santa Barbara Superior Court  
Fiscal Services, Anacapa Div.  
P.O. Box 21107  
Santa Barbara, CA 93121-1107

If you have questions for Fiscal Services, we can be reached at 805 882-4681 for Tish Gordon, and 882-4678 for Rob Vlieger.