

INSTRUCTIONS

- Attorneys who are replaced by a retained attorney, without notice, at the district court must complete the *Retained Out Verification Notice* in order to receive payment.
- Attorneys must present the completed *Retained Out Verification Notice* and submit it to a district court clerk for verification. The clerk will sign and date the form. (It is expected that the form will be submitted to the district court clerk for verification on the date of the scheduled court appearance.)
- Attorneys must present the verified *Retained Out Verification Notice*, along with their voucher to the Circuit Court Administrator's Office for payment.
- Effective January 1, 2003, retained out fees will not be paid without a verified *Retained Out Verification Notice*.

RETAINED OUT VERIFICATION NOTICE

Attorney Name _____ P _____

Date _____ Prosecutor Order Number _____

Case Name _____

This notice verifies that the above named attorney appeared for a scheduled court date at the _____ District Court and was retained out without notice.

Date: _____

District Court Clerk (signature)

Revised 06/2004