



Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

DEBORAH TAYLOR TATE
Director

MICHELLE J. LONG
Deputy Director

MEMORANDUM

TO: Attorneys, Experts, and Investigators Performing Work on Behalf of Indigent Clients

FROM: Lacy Wilber, Assistant General Counsel

DATE: December 7, 2020

RE: Reminders for Submission of Expenses

To assist the AOC with auditing requirements and with streamlining payment of claims, please ensure your claim complies with the following non-exhaustive of Tennessee Supreme Court Rule 13 (“Rule 13”) requirements.

- Claims for mileage must include the cities of origination and destination and a brief description of the purpose of travel. Rule 13, sec. 4(a)(3)(B).
- Claims for parking are reimbursed up to \$10 per day if accompanied by a receipt. Rule 13, sec. 4(a)(3)(E). Claims for monthly parking bills are not accepted and will not be reimbursed.
- Except for felony trials, claims for court reporters will be reimbursed only upon prior approval of the judge and the AOC **before** the court reporter performs any work. Rule 13, section 4(b).
- Claims for reimbursement of overhead are not permitted. Rule 13, sec. 4(a)(2). Overhead includes but is not limited to office supplies, such as thumb drives, flash drives, hard drives, USB drives, folders, envelopes, tabs, pens, etc.

- Claims for reimbursement of any expenses not listed in Rule 13, section 4(a) are not allowed unless prior approval of the judge and the AOC is obtained before the expenses are incurred. Rule 13, sec. 4(b). Examples of expenses that require prior approval for reimbursement are TBI reports, background checks, CD copies of preliminary hearings, medical records, publication in a newspaper, and process servers.
- For reimbursement of expenses for an investigator or expert, the order approving the services must provide a list of anticipated miscellaneous expenses. If the order does not specifically list the anticipated miscellaneous expenses, the judge and the AOC must give prior approval in a new order before the miscellaneous expenses are incurred. Tenn. Sup. Ct. R. 13, sec. 4(b).
- As a general rule, claims for expenses must be supported by receipts. The only expenses that do not require receipts are mileage and in-house copies.

We appreciate the work you do on behalf of indigent parties, and we appreciate your assistance in helping the AOC be a good steward of taxpayer funds.