



Keeley Blanchard
Administrator
Deputy Director, Private Counsel Division

Michigan Appellate Assigned Counsel System

200 N. Washington Square, Suite 250 Lansing, MI 48913

(Phone) 517.334.1200

(Fax) 517.334.1228 www.sado.org/maacs

A division of the State Appellate Defender Office

Marilena David, Director

**Michigan Appellate Assigned Counsel System
Attorney Fee and Reimbursement Policy**

Approved by the Appellate Defender Commission on September 16, 2026 and
effective October 1, 2026

I. Hourly Rate for Legal Services:

A. Definitions

Capital Felony Representation: Legal representation in a case in which the client was charged with at least one offense carrying a statutory maximum penalty of life imprisonment. Representation qualifies as Capital Felony Representation regardless of whether the life-maximum charge was dismissed, reduced, amended, or resulted in an acquittal, or whether the client was ultimately convicted of a different offense.

Noncapital Felony Representation: Legal representation in a felony case that does not qualify as Capital Felony Representation because the client was not charged with an offense carrying a statutory maximum penalty of life imprisonment.

B. Rates

\$158/hr.: Capital Felony Representation

\$145/hr.: Noncapital Felony Representation

C. Youth Appellate Representation

Youth Appellate Representation will be paid commensurate with the rate schedule above.

D. Verification and Correction of Hourly Rate

The MAACS voucher system will assign an hourly rate based on the information available to MAACS at the time of the assignment. Attorneys are responsible for confirming that the assigned rate is consistent with this policy. If a different rate applies, the attorney must contact the MAACS Voucher Review Team and request that the rate be corrected before submitting the voucher for payment. The attorney should provide any information or documentation necessary to establish the applicable rate. Once a voucher has been paid, MAACS cannot retroactively correct the hourly rate or issue additional payment based on a rate discrepancy.

II. Expense Reimbursement:

A. Rates and Reimbursable Expenses

\$50/hr.:	Hourly rate for travel
\$0.47/mi.:	Mileage rate (based on State of Michigan standard mileage rate and is subject to adjustment by calendar year)
\$0.20/page:	Printing and copying*
Full cost:	Reasonable, actual expenses related to the representation of the client**

*If printing and copying is done at a professional printing and copying service, then a reasonable actual cost will be reimbursed.

Attorneys are required to promptly and timely provide the client with a copy of the transcripts and other documentation upon receipt of same, or as early in the appellate proceedings as possible, unless the client has affirmatively stated that the materials should not be directly sent to them, and/or should be sent to another place and person as directed by the client.

Attorneys are strongly encouraged to use a printing service for printing or copying jobs, to minimize costs and expenses, particularly when performing large or bulk printing jobs.

In-house printing and copying expenses will be reimbursed at the above rate. Attorneys must provide a description of the printing or copying service performed, including document type, number of pages, and the date it was incurred when submitting in-house printing and copying expenses for reimbursement.

**The following non-exhaustive list of examples is intended to provide guidance for reasonable, general expenses. Actual receipts and other documentation is required for reimbursement requests. Receipts must include

both the date and amount of the transaction. If multiple client expenses appear on a single receipt, that must be noted on the receipt.

- **Hotel rooms:** reasonableness is determined by the time of year, location, and reasonable need for an overnight stay away from the attorney's primary location, and/or other relevant circumstances, including time of court hearing, in-person client visit, or other proceedings.
- **J-pay:** current MDOC charge per J-pay (upload the full receipt, divide by the total number of J-pays, and provide the relevant dates of use).
- **Collect/Prepaid calls:** actual cost of telephone call (provide receipts and documentation).
- **Flash drives/CDs/hard drives:** if needed to obtain documents, discovery, etc., from another agency (provide receipts, documentation, and explanation).
- **FOIA requests:** provide receipts or documentation and an explanation.
- **Out of State Travel:** reasonable travel costs, including flights, rental cars, taxi or rideshare are reimbursable. Meals during the course of travel are not reimbursable.
- **Expedited postage or shipping:** reasonable expenses for expedited mailing will be reimbursed. A description of why expediting is necessary must be included in the expense entry.

III. Reporting of Time and Expenses:

All reimbursable time and expenses must be entered into the MAACS voucher system no later than the 10th day of the month following the month in which the services were performed or the expenses were incurred, unless otherwise directed or authorized by MAACS. Untimely entries and submissions are not guaranteed payment.

Time must be reported accurately and must not be based on estimates, averages, or predetermined amounts. Total time must be rounded up to the nearest one-tenth of an hour, or six-minute increment.

Attorneys must report time under the most specific Fee Group and Fee Type provided by MAACS. All work performed on the same calendar day under the same Fee Group and Fee Type must be combined into a single billing entry. When the combined entry includes multiple tasks, the Attorney Comments must separately describe each task and identify the time attributable to it. Attorneys may not divide same-day work performed under the same Fee Group and Fee Type into multiple billing entries.

For example, if an attorney collects documents from four sources on the same day, the attorney should submit one entry under **Investigation – Document Collection and Other** for the total time spent. The Attorney Comments may state:

Received and downloaded FOIA videos from KCSO; received discovery materials from trial counsel; received updated PSIR from prior appellate counsel; and received court file from court clerk.

Work performed under different Fee Groups or Fee Types must be reported as separate entries, even when performed on the same day.

Time attributable to multiple client matters must be divided appropriately among the affected assignments. Each entry must explain how the time was allocated and identify the other affected matters by the corresponding MAACS assignment number or other identifier designated by MAACS. The same time may not be billed to more than one assignment.

Time attributed to travel is reimbursed at a rate of \$50 per hour. Attorneys must enter a physical address into the vouchering system's map feature (i.e. no P.O. Boxes). When entering travel time, attorneys should use the comment section of the vouchering system to note when travel takes longer than expected or if travel costs are split among multiple clients.

Time spent recording, entering, reviewing, correcting, or submitting time and expenses in the voucher system is not reimbursable.

Time spent responding to a grievance is not reimbursable. *See* SBM Ethics Opinion RI-297.

Documentation must be submitted for all actual expenses except postage, JPay charges, parking, or tolls of \$20 or less. Expenses requiring documentation will not be reimbursed unless the required receipt or other supporting documentation is submitted.

Video visits taking place on the MAACS Video Visit System require confirmation and/or documentation of visit (i.e., MDOC email confirmation).

IV. Time Reporting Categories

Attorneys must report time under the most specific applicable category. Each entry must contain sufficient detail for the MAACS Voucher Review Team to identify the work performed and evaluate its accuracy and reasonableness. When a category requires an explanation, generic descriptions such as "work on case," "attention to file," or "case preparation" are insufficient.

A. Fee Group: Client Contact

Client Correspondence – Email, Letter, or JPay

Preparing, reviewing, or responding to substantive written communications with the client, including email, letters, JPay messages, or communications sent through another approved electronic system. The entry should identify the form and general purpose of the communication without disclosing privileged or confidential information.

Client Visit – MAACS Video Visit System

Preparing for and participating in a video visit conducted through the MAACS video-visit system. Scheduling or other administrative work should be reported separately under Case Administration.

Client Visit – Other Video Visit System

Preparing for and participating in a client video visit conducted through a jail, prison, court, or other video-visit system. The entry must identify the system or facility.

Client Visit – Jail or Prison

Preparing for and meeting in person with a client confined in a jail, prison, detention center, or other custodial facility. Travel must be reported separately under the applicable Travel category.

Client Visit – Noncustodial

Preparing for and meeting in person with a client who is not confined in a custodial facility. Travel must be reported separately.

Client Telephone Call

Preparing for and participating in a telephone call with the client, including calls initiated by either the attorney or the client. Unsuccessful attempts to reach the client should be reported under Case Administration with an explanation.

B. Fee Group: Investigation

Investigation – Document Collection and Other

Efforts to identify, locate, request, obtain, or preserve records, physical evidence, digital evidence, discovery, or other information relevant to the representation. The entry must identify the general type of material sought and explain the investigative work performed.

Investigation – Witness Interview

Preparing for and conducting a substantive interview of a witness or potential witness, including necessary follow-up interviews. Routine

communications to schedule an interview should be reported under Communication with Witness.

Investigation – Scene or Site Visit

Preparing for and examining a location relevant to the representation. The entry must identify the general location and purpose of the visit. Travel must be reported separately.

Investigation – Expert or Specialized Consultation

Substantive work to identify, evaluate, retain, or consult with a potential expert or other person with specialized knowledge. Communications with an expert after retention may be reported under Expert Communication or Consultation.

C. Fee Group: Record Review

Record Review – Transcripts

Reviewing, annotating, indexing, or analyzing transcripts. The entry must identify the transcript reviewed, including the proceeding type and date when available. If other activities are occurring during the course of the transcript review, such as taking notes or preparing a statement of facts, this should be noted in the comments.

Record Review – Other

Reviewing, organizing, annotating, or analyzing discovery, exhibits, court records, presentence reports, medical or mental-health records, expert reports, prior counsel's file, or other case-related materials. The entry must identify the general type of material reviewed.

D. Fee Group: Case Analysis and Strategy

Case Analysis and Strategy

Substantive analysis of the case; identification, evaluation, or development of potential issues; development of case theory or litigation strategy; preparation for substantive case conferences; and other strategic legal work not more appropriately reported as research, drafting, investigation, record review, or proceeding preparation. The entry must briefly explain the nature of the work performed.

E. Fee Group: Trial Court

Trial Court – Legal Research

Legal research relating to trial-court proceedings, including research concerning motions, evidentiary issues, resentencing, motions for relief from

judgment, or other trial-court matters. The entry must identify the issue researched.

Trial Court – Drafting

Drafting, revising, editing, cite-checking, or finalizing a motion, brief, memorandum, proposed order, sentencing memorandum, or other substantive trial-court document. The entry must identify the document. The document must be uploaded with the voucher; if the document is incomplete when the voucher is submitted, the most current draft must be uploaded.

Trial Court – Proceeding Preparation

Preparing for an evidentiary hearing, resentencing, motion hearing, status conference, or other trial-court proceeding, excluding time separately reported as research, drafting, investigation, or record review. The entry must identify the proceeding.

Trial Court – Court Appearance

Attending an evidentiary hearing, resentencing, motion hearing, status conference, or other trial-court proceeding. The entry must identify the date and type of proceeding.

F. Fee Group: Court of Appeals

Court of Appeals – Legal Research

Legal research relating to proceedings in the Michigan Court of Appeals. The entry must identify the issue researched.

Court of Appeals – Drafting

Drafting, revising, editing, cite-checking, or finalizing a brief, application, motion, response, reply, supplemental authority, or other substantive document for the Court of Appeals. The entry must identify the document. The document must be uploaded with the voucher; if it is incomplete when the voucher is submitted, the most current draft must be uploaded.

Court of Appeals – Oral Argument or Proceeding Preparation

Preparing for oral argument or another Court of Appeals proceeding, including reviewing the briefs and record, developing argument strategy, preparing an argument outline, and participating in a moot court or practice argument.

Court of Appeals – Oral Argument or Court Appearance

Attending oral argument or another proceeding before the Court of Appeals. The entry must identify the date and type of proceeding.

G. Fee Group: Michigan Supreme Court

Michigan Supreme Court – Legal Research

Legal research relating to an application, response, supplemental briefing, oral argument, or other proceeding in the Michigan Supreme Court. The entry must identify the issue researched.

Michigan Supreme Court – Drafting

Drafting, revising, editing, cite-checking, or finalizing an application, answer, brief, motion, supplemental brief, supplemental authority, or other substantive document for the Michigan Supreme Court. The entry must identify the document. The document must be uploaded with the voucher; if it is incomplete when the voucher is submitted, the most current draft must be uploaded.

Michigan Supreme Court – Oral Argument or Proceeding Preparation

Preparing for oral argument, mini-oral argument, or another Supreme Court proceeding, including reviewing the briefs and record, developing argument strategy, preparing an argument outline, and participating in a moot court or practice argument.

Michigan Supreme Court – Oral Argument or Court Appearance

Attending oral argument, mini-oral argument, or another proceeding before the Michigan Supreme Court. The entry must identify the date and type of proceeding.

H. Fee Group: Other Communication**Communication with Court**

Substantive or necessary administrative communication with court staff, a judge's chambers, or another court representative. The entry must identify the court and general purpose of the communication.

Communication with Prosecutor or Opposing Counsel

Communication with the prosecutor, Attorney General's office, or other opposing counsel concerning the case. The entry must state the general purpose of the communication.

Communication with Client's Family or Support Person

Case-related communication with a person identified by the client as a family member, support person, or other authorized contact. The entry must identify the person's relationship to the client and the general purpose of the communication.

Communication with Witness

Communication with a witness or potential witness that does not constitute a

substantive witness interview, including scheduling, arranging an interview, or necessary follow-up communication. Substantive interviews must be reported under Investigation – Witness Interview.

Communication with Prior or Trial Counsel

Communication with prior counsel, trial counsel, or substitute counsel concerning the record, potential issues, case strategy, transfer of the file, or other matters related to the representation.

Communication with Litigation Support Counsel or Consulting Attorney

Substantive consultation with MAACS Litigation Support Counsel or another consulting attorney concerning legal issues, drafting, case strategy, or preparation for a proceeding.

Communication with Investigator or Mitigation Specialist

Communication with an investigator or mitigation specialist concerning an assignment, strategy, records, witnesses, findings, or case preparation.

Expert Communication or Consultation

Substantive communication with a retained or prospective expert concerning the assignment, relevant materials, potential testimony, opinions, or findings.

Other Communication

Necessary case-related communication that does not fall within another communication category. The entry must identify the recipient's role and explain the general purpose of the communication.

I. Fee Group: Administrative

Case Administration

Necessary, case-specific administrative work, including calendaring and monitoring deadlines; arranging client visits, interviews, or court appearances; coordinating the receipt, transfer, filing, or delivery of case materials; filing and serving documents; and making unsuccessful attempts to contact a client or another person. The entry must identify the work performed.

Other Administrative

Necessary, case-specific administrative work that does not fall within another category. The entry must explain the work performed.

General office overhead, routine staff supervision, maintaining office systems, and time spent entering, preparing, reviewing, or submitting vouchers are not reimbursable.

V. Ethical Concerns Associated with the Confidentiality of Billing Records:

Voucher entries must be detailed enough for the MAACS voucher review team to assess accuracy and reasonableness. However, attorneys should remember that vouchers may become part of the public court file. Professional and ethical obligations under MRPC 1.6 (current clients) and MRPC 1.9 (former clients) require attorneys to avoid disclosing client confidences, privileged information, secrets, or strategy in voucher submissions. Because courts, prosecutors, and others may review these records, attorneys must take care to minimize the inclusion of any confidential or privileged information.

VI. Attorney Fee Reimbursement:

Attorneys will be reimbursed at the hourly rate listed above for all reasonable time expended in the representation of their client.

VII. Definition of Reasonable:

Time and expenses submitted for reimbursement are considered *reasonable* if they are necessary to prepare or present the client's case and ensure the client receives a defense comparable to one privately funded.

In assessing reasonableness, relevant factors may include but are not limited to: the length of the record, the volume of discovery, the extent of investigation required, the need for litigation in multiple courts, the complexity of legal issues, the experience of counsel, and any unique client needs.

Time and expenses submitted for payment are presumed to be reasonable, unless the requested submission is deemed to be unreasonable by clear and convincing evidence.

When evaluating time spent on client visits, it should also be noted that MAACS roster attorneys are encouraged to make frequent visits—both in person and by video — to maintain consistent communication with their clients.

VIII. Multiple Case Numbers:

If a client has multiple case numbers that are the same case type and sentenced on the same date before the same judge, the request for payment should be submitted on one voucher with reference to the other applicable case number(s).

IX. Review of Vouchers:

All vouchers will be subject to two levels of initial review for compliance, one for accuracy, and the second for reasonableness, to be completed by those MAACS employees that the Administrator assigns to the MAACS voucher review team.

The MAACS voucher review team will examine all vouchers to ensure that the services billed were provided, that the vouchers submitted are accurate and reasonable in terms of both dollars charged and hours billed, and that the roster attorneys maintain adequate billing records and files in compliance with the MAACS attorney fee and reimbursement policy, and the attorney's ethical obligations.

The MAACS voucher review team is authorized to approve, deny in part, or deny in full any request for reimbursement submitted by a MAACS roster attorney for payment.

X. Denial of Request for Reimbursement:

If MAACS denies a request for reimbursement in full or in part, it must provide a written explanation for the reduction in writing to the attorney, reviewable under the appeal procedure below.

XI. Compliance Review:

All time and expenses are subject to review by MAACS for compliance with this policy, accuracy, and reasonableness. Reviews may be conducted randomly or based on specific billing and performance parameters.

Upon request by MAACS, roster attorneys must answer all questions and provide all non-privileged records about any assignment under review. Roster attorneys must maintain detailed and accurate timekeeping records for all legal services and travel provided in connection with MAACS representation, including time-of-day, in 1/10-hr (6-minute) increments. Upon request, roster attorneys must produce the receipts and documentation for all expenses incurred and claimed for reimbursement.

XII. Submission of Requests for Reimbursement:

All work performed and all expenses incurred during the preceding month must be entered into the MAACS voucher system and submitted for processing by the 10th day of the following month (the deadline for the applicable monthly submission), or as otherwise established by MAACS.

- **October 2026** monthly billing deadline is **November 10, 2026.**
- **November 2026** monthly billing deadline is **December 10, 2026.**
- **December 2026** monthly billing deadline is **January 10, 2027.**
- **January 2027** monthly billing deadline is **February 10, 2027.**
- **February 2027** monthly billing deadline is **March 10, 2027.**
- **March 2027** monthly billing deadline is **April 10, 2027.**
- **April 2027** monthly billing deadline is **May 10, 2027.**
- **May 2027** monthly billing deadline is **June 10, 2027.**
- **June 2027** monthly billing deadline is **July 10, 2027.**
- **July 2027** monthly billing deadline is **August 10, 2027.**
- **August 2027** monthly billing deadline is **September 10, 2027.**
- **September 2027** monthly billing deadline is **October 5, 2027.**

Late submissions of monthly vouchers will not be processed and paid until the end of the following month.

Vouchers that are submitted after the deadline for the September monthly billing deadline at the end of the fiscal year (i.e., after October 5, 2027), will be denied payment.

If a case is completed prior to the end of the month, or fiscal quarter, the voucher may be submitted early to MAACS for processing, but it will not be submitted to the county for processing and payment until the end of the monthly billing period.

MAACS will complete a review of all vouchers within 14 days of the date designated by MAACS for timely submission of the monthly or quarterly vouchers, except for billing pertaining to the month of September when the review will take place and be completed within 10 days of the monthly submission deadline, i.e., by October 20, 2026.

XIII. Representation by Multiple Attorneys Within the Same Firm

Although a MAACS assignment may identify only one appointed attorney, the MAACS Administrator may authorize one or more additional attorneys from the appointed attorney's firm to perform compensable legal services on the case. The appointed attorney must obtain written authorization from the MAACS Administrator before another attorney

performs work for which reimbursement will be requested. The request must identify each additional attorney and explain the proposed role or need for additional counsel.

Authorization under this section does not modify the court's appointment or transfer responsibility for the representation. The appointed attorney remains counsel of record and retains primary responsibility for the case, including supervision of the representation and compliance with all applicable court rules, professional obligations, MAACS standards, and this policy.

Each attorney must separately and accurately record the services they perform. Voucher entries must identify the attorney who performed each service. All time remains subject to review for accuracy and reasonableness. MAACS will not reimburse work performed by an additional attorney before written authorization is granted unless the Administrator expressly approves reimbursement under exceptional circumstances.

XIV. County Payment of Requests for Reimbursement:

After the MAACS team reviews all timely submitted vouchers for an applicable month or fiscal quarter, MAACS will send each county or local funding unit an Excel or CSV file containing the information needed to process payment for that month's vouchers.

Once the county receives this file, it must issue payment for all vouchers by the date designated by MAACS.

If the county fails to make full and timely payments to roster attorneys, it will forfeit reimbursement from the MAACS fund for that month.

XV. County Reimbursement from MAACS Fund:

For counties or local funding units to receive reimbursement from the MAACS fund, proof of payment of all vouchers must be uploaded to the MAACS voucher system on the following schedule:

- **October 2026** submission deadline is **December 15, 2026.**
- **November 2026** submission deadline is **January 15, 2027.**
- **December 2026** submission deadline is **February 15, 2027.**
- **January 2027** submission deadline is **March 15, 2027.**
- **February 2027** submission deadline is **April 15, 2027.**
- **March 2027** submission deadline is **May 15, 2027.**
- **April 2027** submission deadline is **June 15, 2027.**

- **May 2027** submission deadline is **July 15, 2027**.
- **June 2027** submission deadline is **August 15, 2027**.
- **July 2027** submission deadline is **September 15, 2027**.
- **August 2027** submission deadline is **October 15, 2027**.
- **September 2027** submission deadline is **November 5, 2027**.

Failure to upload proof of payment of vouchers by the deadlines set forth in this policy will result in forfeiture of reimbursement from the MAACS fund for that month.

The MAACS voucher review team will submit all county or local funding unit requests for reimbursement to the Michigan Supreme Court Finance Department by the following dates:

- **First Quarter** (for October, November, and December vouchers) by **February 30**.
- **Second Quarter** (for January, February, and March vouchers) by **May 30**.
- **Third Quarter** (for April, May, and June vouchers) by **August 30**.
- **Fourth Quarter** (for July, August, and September vouchers) by **November 7**.

XVI. Chart summarizing billing, submission, payment, and reimbursement deadlines for MAACS vouchers (FY 2027)

Fiscal Quarter	Billing Month/Year	Attorney submission deadline	MAACS processing deadline	County payment deadline	County reimburs. submission deadline	Sup. Ct. Finance Dept. deadline
1 st Q	October 2026	11/10/2026	11/24/26	12/15/26	12/15/2026	02/28/27
1 st Q	November 2026	12/10/26	12/24/26	01/15/27	01/15/27	02/28/27
1 st Q	December 2026	01/10/27	01/24/27	02/15/27	02/15/27	02/28/27
2 nd Q	January 2027	02/10/27	02/24/27	03/15/27	03/15/27	05/30/27
2 nd Q	February 2027	03/10/27	03/24/27	04/15/27	04/15/27	05/30/27
2 nd Q	March 2027	04/10/27	04/24/27	05/15/27	05/15/27	05/30/27
3 rd Q	April 2027	05/10/27	05/24/27	06/15/27	06/15/27	08/30/27
3 rd Q	May 2027	06/10/27	06/24/27	07/15/27	07/15/27	08/30/27

Fiscal Quarter	Billing Month/Year	Attorney submission deadline	MAACS processing deadline	County payment deadline	County reimburs. submission deadline	Sup. Ct. Finance Dept. deadline
3 rd Q	June 2027	07/10/27	07/24/27	08/15/27	08/15/27	08/30/27
4 th Q	July 2027	08/10/27	08/24/27	09/15/27	09/15/27	11/07/27
4 th Q	August 2027	09/10/27	09/24/27	10/15/27	10/15/27	11/07/27
4 th Q	September 2027	**10/05/27	**10/20/27	** 11/05/27	** 11/05/27	11/07/27

** Earlier due dates because of 4th quarter and year-end processing deadlines **

XVII. Reimbursement of Trial Court or Local Funding System:

Subject to appropriation, each indigent defense system is responsible for its annual local contribution, as defined and adjusted under the Appellate Defender Act, MCL 780.718a(4). Because the indigent defense systems have completed the first three full fiscal years of compliance with the standard payment procedure, the State will reimburse each system for all eligible expenditures for locally appointed private appellate counsel that exceed the system's local contribution.

To qualify for reimbursement, the indigent defense system must pay appointed counsel in accordance with the rates, policies, procedures, and payment deadlines established by the Appellate Defender Commission and this policy. The system must also timely submit proof of payment and any other documentation required by MAACS.

Only expenditures paid and documented in compliance with this policy are eligible for reimbursement or may be credited toward an indigent defense system's local contribution. If the system fails to make full and timely payment or submit the required proof of payment by the applicable deadline:

- If the system has already met its local contribution for the fiscal year, it will forfeit reimbursement for the affected month; or
- If the system has not yet met its local contribution, the affected month's expenditures will not be credited toward satisfaction of the local contribution.

XVIII. Appeal Procedure:

If an attorney disagrees with the voucher review team's decision, they may appeal by sending a letter or email to the MAACS Administrator expressing

their desire to appeal the decision and may include any relevant documentation for the appeal. The appeal must be submitted within 30 days of receipt of the written decision of the voucher review team and must specifically identify any alleged errors.

The Administrator will conduct a de novo review. A written decision will be issued within 30 days of receiving the appeal, except when there is good cause to extend the time for a decision.

If the attorney disagrees with the Administrator's decision, they may appeal to the Appellate Defender Commission by sending a letter or email to the Appellate Defender expressing their desire to appeal the Administrator's decision within 30 days of receipt of the Administrator's written decision. The Appellate Defender will submit the appeal to the Commission at the next regularly scheduled meeting. The Commission will conduct a de novo review and issue a decision at that meeting. The decision will be provided to the attorney by the Appellate Defender in writing. The Commission's decision is final and is not subject to further review.

XIX. Michigan Supreme Court Applications:

As a general rule, MAACS attorneys should file applications for leave to appeal to the Michigan Supreme Court for any client serving a minimum sentence greater than twenty years. Other applications to the Michigan Supreme Court are within an attorney's discretion. In making the decision, an attorney should factor in a client's literacy and competence to represent themselves, as well as the issues involved. An attorney must always answer a prosecutor's application for leave to appeal. Reasonable time and expenses for applications for leave to appeal to the Michigan Supreme Court will be reimbursed in accordance with the policy and provisions set for above.

XX. Motions for Relief from Judgment (6.500 motions):

In all motions for relief from judgment, or successive motions for relief from judgment, see MCR 6.500, *et seq.*, roster attorneys will be paid for all reasonable legal services performed in the Trial Court, and any reasonable expenses incurred.

Attorneys will be paid for reasonable legal services and reasonable expenses for all work performed in the Court of Appeals and Supreme Court, after an adverse, final decision in the lower court.

Attorneys will also be paid for all reasonable legal services and reasonable expenses for any interlocutory appeals to the Court of Appeals, and the Supreme Court, during the pending proceedings in the lower court.

XXI. MAACS Onboarding and Basic Training Training Program – Attorney Compensation and Requirements:

To ensure consistent, high-quality appellate representation and to support the development of new roster attorneys, MAACS will provide a structured, year-long onboarding training program consisting of both instructional and clinical components. Participation in this program is mandatory for all attorneys admitted to the roster after the effective date of this policy, unless expressly exempted by the MAACS Administrator.

MAACS may also select current roster attorneys to participate when they seek to develop the skills necessary to accept additional case types such as trial appeals or post-conviction motions, or expand their existing appellate caseload. Current roster attorneys who enroll in the program must comply with all applicable attendance, participation, and case-acceptance requirements imposed by MAACS. MAACS may shorten the length of the training program for current roster attorneys in its discretion.

A. Compensation for Training

1. **Hourly Rate:** Time spent participating in MAACS-approved onboarding training will be compensated at the noncapital felony appellate representation rate, consistent with other compensable legal services under this policy.
2. **Billing Method:** Training costs will be divided equally among all open MAACS assignments held by the attorney on the date each training session is completed.
 - Each hour of training must be entered into the MAACS voucher system consistent with monthly entry deadlines and reporting requirements.
 - Time must be recorded in 1/10-hour increments and labeled in the training categories designated by MAACS.
3. **Monthly Submission:** Training hours are subject to the same monthly billing deadlines, late-submission rules, and county payment requirements applicable to all reimbursable time under

this policy.

4. **Attorneys With Zero Open Cases:** If an onboarding attorney has zero open MAACS assignments on the date a training session is completed:
 - the attorney must still enter the training time into the MAACS voucher system during the applicable monthly reporting period;
 - the training hours will accrue without allocation until the attorney receives their first MAACS assignment(s);
 - once the attorney has one or more open cases, the accrued training hours will be billed at that time, divided equally among all open cases on the date of allocation; and
 - all accrued training hours must be submitted within the next monthly submission deadline after the attorney receives their first case assignment.
5. **Reasonableness:** Training time is presumptively reasonable when entered in accordance with this policy and within MAACS's established training schedule.

B. Instructional Training Requirements

1. **Weekly Instruction:** MAACS staff will provide approximately one hour of instructional training per week covering substantive law, appellate practice, procedure, strategy, and client-centered representation.
2. **Mandatory Attendance:** Attendance at live instructional sessions is mandatory for onboarding attorneys. Reasonable efforts should be made to notify MAACS staff of the inability to attend a live session.
3. **Make-Up Requirement:** If an attorney misses a live session, they must complete the recorded session within 30 days. Failure to do so may lead to corrective action or a temporary suspension of new case assignments.
4. **Verification:** MAACS may require proof of completion to confirm participation.

C. Clinical Training Requirements

1. **Weekly Clinics:** MAACS Litigation Support Counsel will lead weekly, one-hour clinical sessions focused on applied learning and casework.
2. **Attendance Requirement:** Onboarding attorneys must attend at least 40 out of 52 clinic sessions during the 12-month onboarding period. Reasonable efforts should be made to notify MAACS staff of the inability to attend a live session.
3. **No Make-Ups / No Recordings:** Clinical sessions will not be recorded and cannot be made up due to their interactive and case-based nature.
4. **Noncompliance:** If an attorney is at risk of failing to meet the 40-session requirement, the MAACS Administrator or their designee may extend the onboarding period, require supplemental clinical work, pause new assignments, or take other actions consistent with roster performance standards.

D. Duration and Extensions

1. **Standard Duration:** The onboarding period is one year from the date of roster admission.
2. **Optional Extension:** MAACS may, at its discretion, offer onboarding attorneys the option to continue training beyond the one-year period. Participation in any extended training is voluntary. Compensation during any extension will follow the same guidelines unless MAACS specifies otherwise.

E. Compliance and Review

1. **Applicability of Existing Policy:** All provisions governing accuracy, reasonableness, voucher review, documentation, timeliness, and confidentiality apply equally to training time.
2. **Documentation:** MAACS may require additional verification documenting attendance or completion of onboarding requirements.
3. **Consequences for Noncompliance:** MAACS may limit new assignments, extend the onboarding period, require remedial

training, or take other reasonable action to ensure compliance with training and performance requirements.