

**ANR ADMINISTRATIVE HANDBOOK SECTION 460, SUBPOENAS
APPENDIX D
SAMPLE BILLING AFTER ANR EMPLOYEE'S APPEARANCE
AT TRIAL AND/OR DEPOSITION**

If desired, use to bill for balance due after appearance at a trial and/or deposition.

[Date]

[Firm Name]
[Firm Address]

Re: [party] v. [party] – Case No. _____

Gentlemen:

In response to a trial [or deposition] subpoena in the above action, University of California Cooperative Extension [title, name] gave his/her testimony [or deposition] as requested on [date of appearance].

State of California Government Code section 68097.2 stipulates that full compensation shall be made for state employees who serve as an expert witness pursuant to a subpoena; and that compensation shall include time spent in trial preparation and testimony, as well as actual travel costs. The number of hours/days Advisor [name]'s spent in response to being subpoenaed totaled [insert number]. Thus at an hourly rate of \$XX.XX Advisor [name]'s salary expenses totaled \$XXX.XX. Related travel expenses totaled \$XX.XX. After accounting for your deposit of \$275.00, a balance due of \$XX.XX is now owed to The Regents.

Please remit the sum of \$XX.XX... [insert standard billing instructions].

Should you have any questions, please do not hesitate to contact [name of ANR administrator] at [phone number]. Thank you for your attention to these matters, and for your anticipated cooperation.

Sincerely,