

**ATTORNEY FEE SERVICE
REPLY FORM**

VCB-31-10013 (Rev. 01/2022)



Attorney Name: _____ Bar Number: _____

Applicant Names: _____

CalVCB Application Numbers: _____

Legal Services Provided to Applicants

I declare under penalty of perjury of the laws of the State of California that I rendered the following legal services to the above listed CalVCB applicant in representing the applicant to obtain benefits under CalVCB:

Date	General Description of Legal Service Rendered	Time <i>In 0.5 hour increments</i>

Please attach an additional sheet if necessary.

Specific information that would invade the attorney-client privilege is not necessary. Only a general description of the legal service provided is necessary. For example: communication with applicant, preparation of CalVCB application, representation in appeal hearing, legal research, written correspondence to or from CalVCB, conference with CalVCB staff, obtain information from provider for submission to CalVCB, communication with law enforcement to obtain police report or other information necessary to the CalVCB application.

Signature: _____ Date: _____

**Attorneys may fax this completed form to 916-491-6449,
or mail it to the following address:**

California Victim Compensation Board
P.O. Box 350, Sacramento, CA 95812-3050

CalVCB may verify with the applicant that the above described legal services were provided by the attorney.

California Code of Regulations Section 649.21: Verification of Attorney's Fees

- (a) As provided for in Government Code section 13957.7(g), the Board shall pay attorney's fees representing the reasonable value of legal services rendered to the applicant in an amount equal to 10 percent of the amount of the award or five hundred dollars (\$500), which ever is less, for each victim and each derivative victim.
- (b) The Board will not pay attorney's fees related to applications or supplemental claims which are denied by the Board.
- (c) The Board will only pay attorney's fees for services provided to represent the applicant in the claim to the Board. The Board will not pay for attorney's fees incurred in connection with any other matter.
- (d) "Legal services rendered" includes, but is not limited to, communication with an applicant or Board staff on behalf of the applicant, preparation of the application, representation in an appeal, and conducting legal research regarding the applicant's claim.
- (e) Attorneys seeking compensation for attorney's fees must submit to the Board a statement detailing the date the legal services were rendered, describing the legal services rendered, and stating the amount of time for each service. An optional form to assist in the submission and review of the attorney's fees can be found on the Board's website tab for CalVCP.
- (f) The Board will review the attorney's fee statements and determine if the amount is payable. Prior to payment of the attorney's fees, the Board may verify with the applicant that the described legal services were provided.
- (g) An applicant may appeal the payment or non-payment of attorney's fees by requesting a hearing on the issue within 45 days of the date of the Board's notice of its recommended action on the fees.
- (h) An attorney representing the applicant must sign the application prior to the applicant signing the application. An attorney may not be subsequently added to the application without the applicant consenting to representation by that attorney.
- (i) If the applicant retains an attorney after the application is submitted, the applicant must submit a signed letter to the Board stating that the applicant is being represented by the attorney, the date the attorney was retained, and provide the attorney's name, address, and telephone number.

Note: Authority cited: Section 13920, Government Code. Reference: Sections 13954(a) and 13957.7(g), Government Code.

Privacy Notice on Collection

1. CalVCB collects this information based on California Government Code sections 13952 et seq. and 13954.
2. All information collected from this site is subject to, but not limited to, the Information Practices Act. See <http://victims.ca.gov/media/pr.a.aspx>.
3. This information is collected for the purpose of determining eligibility for compensation.
4. CalVCB may disclose your personal information to another requestor, only if required to do so by law or in good faith that such action is necessary to:
 - a. Conform to the edicts of the law or comply with legal process served on CalVCB or the site;
 - b. Protect and defend the rights or property of CalVCB; and,
 - c. Act under exigent circumstances to protect the personal safety of users of CalVCB, or the public.
5. Individuals are to provide only the information requested.
6. The information provided is mandatory.
7. The consequences of not providing the requested information could result in the denial of your application.
8. You have the right to access the records containing the personal information that you provided.
9. The information collected is used by the California Victim Compensation Program.
10. Any questions regarding the information collected, please write to the following address: PO Box 48, Sacramento, CA 95812, email info@victims.ca.gov, call (800) 777-9229, or contact the CalVCB Privacy Coordinator at InfoSecurityandPrivacy@victims.ca.gov.
11. For additional information regarding privacy, please see CalVCB's Privacy Notice. See <http://victims.ca.gov/privacy.aspx>.
12. For information regarding consumer information on security, please visit <https://oag.ca.gov/privacy/online-privacy>.