



SHERRI R. CARTER
EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET
LOS ANGELES, CA 90012-3014

Superior Court of California *County of Los Angeles*

October 5, 2020

RE: NEW PROCEDURES FOR ALL PACE CLAIMS

Dear PACE Claimants:

To support the uniform and efficient processing of professional appointee (PACE) claims for all litigation areas, Presiding Judge Kevin C. Brazile signed a General Order that implements the procedures outlined below, effective November 2, 2020.

1. Claims submitted without exception, within the limits of the authority ordered by a judicial officer, not exceeding thresholds noted in number 2 below, and excluding criminal and appellate attorney claims, will be processed for payment immediately by PACE staff.
2. Claims submitted with the following exceptions will be corrected and approved for payment immediately:
 - a. Claims with mathematical errors,
 - b. Claims with service dates exceeding 11 hours on a business day will be adjusted to 11 hours,
 - c. Claims with service dates exceeding 10 hours on a weekend or holiday will be adjusted to 10 hours,
 - d. Claims with more than 7 hours of court time on a single day will be adjusted to 7 hours, and
 - e. Claims with mileage, parking or travel time not authorized by the Court in advance or deemed allowable pursuant to a contract.

These procedural changes will enhance and expedite claims processed while the Court continues to design, build and implement a user-friendly web-based application for PACE claimants to electronically submit and track their claims through a portal. Please note that with the completion and implementation of this new electronic PACE program in April/May 2021, the General Order mandates additional timeframes that will require all claims to be submitted within 90 days of service. Those claims not submitted before 180 days after the last date of service will be denied for payment. With these upcoming requirements, you are encouraged to review all outstanding claims and to ensure that they are submitted to PACE as quickly as possible.

Also, please note that in response to the COVID-19 pandemic, the Court has implemented countless prevention efforts and is requiring adherence to social distancing recommendations of Federal, State and local Public Health agencies. The Court's "Here For You, Safe For You" program encourages safety practices throughout the Court to protect our visitors, judges and staff. To reduce unscheduled appearances and to maintain safe courthouse socially-distanced occupancy levels, effective immediately, please mail your claims directly to the PACE Unit at 320 W. Temple Street, Room G-25 Los Angeles, CA 90012 or you may place your claims in the secure drop box at the same address located at the entrance to the Hall of Records.

PACE Claimants
October 5, 2020
Page 2 of 2

For updated information, please review the PACE website at:
http://www.lacourt.org/generalinfo/pace/GI_PC001.aspx. If you have any questions, please email
pace@lacourt.org.

Sincerely,



Jeremy D. Cortez
Chief Deputy
Finance & Administration

c: Ezekiel P. Perlo, Directing Attorney, Los Angeles County Bar Association
Cyn Yamashiro, Directing Attorney, Independent Juvenile Defender Program,
Los Angeles County Bar Association