

SOLANO COUNTY ATTORNEY VENDOR CLAIM PACKET CHECK LIST

1. Following is a check list to assist you with your submission of claims for payment:
2. Completed Vendor claim and Claim and Order for Compensation of Court Appointed Attorney
3. Original signature on the Vendor Claim and Order should be signed in **BLUE INK**
4. Itemized Invoice indicating the number of service hours, dates and services provided
5. Send the above **ORIGINAL AND ONE COPY OF EACH** (Vendor Claim, Order and Invoice with original receipts) – NO STAPLES PLEASE – to:

Superior Court of California
County of Solano
Attn: Accounting Department
600 Union Avenue
Fairfield, CA 94533

For questions, please call 707-207-7300 or send an e-mail to courtoutreach@solano.courts.ca.gov