



## Clark County Public Defense Supplier Invoicing Requirements

Clark County requires suppliers to invoice every 30 days, regardless of if the case has been resolved. Below is information that must be on your invoice for payment.

Invoices MUST include:

- **Provider's Name and Address** (must match W-9)
- **Invoice Date**
- **Bill To** "Clark County Public Defense" with complete address (see below)
- **Invoice Number** - Any unique combination of number/letters (not the Cause Number.) For example: Invoice #1, 2, 3, etc., Invoice # christian1, christian2, christian3, etc., Invoice # clientname1, clientname2, clientname3. Once an invoice number is used, it cannot be used again.
- **Defendant/Client Name & Cause Number**
- **Authorization Reference Number** (for non-attorney service providers)
- **Date(s) and Service Detail** (i.e., Emails 4.1 hrs x \$99/hr)
- **Rate of service**
- **Total Amount Billed**
- **PDF Format** *only*
- **Invoices must bill to "Clark County Public Defense"** and not the attorney.  
*For example, if an attorney requests medical records from Peace Health SW Medical Center, be sure to include in the records request that the hospital's invoice must be sent to:*

**Clark County Public Defense  
PO Box 5000  
Vancouver, WA 98666-5000**

Billing Time in Tenths of Hours: for hourly rate paid services, please bill time in 1/10<sup>th</sup> hours; i.e., 0.10 hour equals 6 minutes and 0.5 hour equals 30 minutes.

Where to send invoices: E-mail your invoice to [cnty.publicdefense@clark.wa.gov](mailto:cnty.publicdefense@clark.wa.gov) or mail the invoice to the above mailing address.

AIP/Dependency/Specialty Courts Invoices ONLY: Include court order showing respondent attorney fee amount to be paid by the county.

*For questions, please contact Torie Glad, with Clark County Public Defense, at 564-397-2256  
or via email at [torie.glad@clark.wa.gov](mailto:torie.glad@clark.wa.gov)*