

GENERAL OFFICE MEMORANDUM 20-019

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: PROSECUTION OF LOCAL CITY ORDINANCES
(UPDATE OF CORRECT ENTITY & BILLING ADDRESS)

DATE: FEBRUARY 5, 2020

This is an update of the correct entity and billing address in GOM 08-48 (Prosecution of Local City Ordinances). In preparing the misdemeanor case file in a Contract Cities case, support staff shall attach the Contract Cities Billing Sheet to the file in lieu of the standard Misdemeanor Filing Worksheet Comments page. The Billing Sheet shall be placed in the file behind the Misdemeanor Filing Worksheet. Whenever any Office employee, including an attorney, investigator, support staff or hearing officer, handles one of these cases, the employee shall write the amount of time the employee spent handling the case, in 15 minute increments, on the Billing Sheet.

When the case is closed, a copy of the Billing Sheet shall be forwarded to:

Bureau of Administrative Services
Budget and Fiscal Services Division
Attention: Cost Accounting Unit
211 W. Temple Street, Suite 200
Los Angeles, CA 90012

Accounting will calculate the charges and bill the city for Office services.

All filing documents referenced above can be located in the **DA Filing Forms** icon in Lotus Notes (IBM Notes) and in PIMS. For any questions regarding this policy, please contact Tuppence Macintyre, Special Assistant to the Director of Administrative Services at (213) 257-2777.

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