

Submitting ACD Certification Forms Electronically

The OSPD Assigned Counsel Division encourages attorneys to submit Certification Applications electronically. Below are instructions for e-signing and submitting your materials:

Electronic Submissions:

1. Click on the applicable Certification Application link(s).
2. Download the PDF and locate the file on your computer.
3. **Rename the file** (Ex. LastNameFirstInitialGenCert, LastNameFirstInitialMisdCert, etc).
4. Open the saved document in Adobe Acrobat Reader (default for most computers).
(If you do not have Adobe Acrobat Reader, install for free [here.](#))
5. Complete the document and e-sign. Save.
(If you have not used the e-sign feature, Adobe Acrobat Reader will prompt you to create an e-signature)
6. Attach the Certification Application form(s) and the required materials (SEE forms for required materials) and email to salask@opd.wi.gov.

Email Submissions:

1. Click on the applicable Certification Application link(s).
2. Print the document.
3. Complete the form and sign.
4. Scan the document and **rename file** (Ex. LastNameFirstInitialGenCert, LastNameFirstInitialMisdCert, etc).
5. Attach the Certification Application form(s) and the required materials (SEE forms for required materials) and email to salask@opd.wi.gov.

Mail Submissions:

1. Click on the applicable Certification Application link(s).
2. Print the document. Complete the form and sign.
3. Mail the Certification Application(s) and required materials (SEE Application Checklist) to:

Kim Salas
Assigned Counsel Division
Office of the State Public Defender
17 South Fairchild Street, Fifth Floor
Madison, WI 53707-7923