

# Assigned Counsel Division Newsletter

Volume2, February 2014

## Report 2013 SPD CLE

It is that time of year again. All private bar attorneys must complete six credits of continuing legal education each calendar year. Attorneys should report their 2013 CLE credits using their online billing site.

If you do not have 6 credits of SPD related credits to report, please visit our Training Division's webpage for upcoming SPD sponsored CLE classes.

<http://www.wisspd.org/html/ATPracGuides/Training/Training.asp>

Attorneys who do not report credits as required by February 24, 2013 will not be in compliance and may be suspended from the appointment list.

If you have questions about your status or your credit requirements, please contact Heather Harris-Fatty.

Email: [harrish@opd.wi.gov](mailto:harrish@opd.wi.gov)

## Efficiency Tip: Use RSS Feeds to have CCAP data automatically sent to you!

Tired of checking to see whether that appellate response was filed? You can receive real time notification when there is activity on one of your cases by subscribing to an RSS feed (Really Simple Syndication or Rich Site Summary). To receive this notice, you must have an RSS reader. Many browsers have RSS readers built in, or you can download RSS readers from the internet. RSS feed is available for trial and appellate cases.

For more specific information about RSS subscriptions through WCCA's website, please visit:

<http://wcca.wicourts.gov/rss.xsl?jsessionid=9564723A8207FE E88B257EFA4DE0FDA9.render6>

Traditional RSS icons look similar to the button pictured here. They may vary in color but are usually located by default on your internet browser's tool bar.



## Special points of interest:

- **SPD Case Expense Requests**
- **Time slip Tips**
- **SPD Direct Deposit**
- **Efficiency Tips:RSS Feeds**



# SPD Case Expense Requests

## SPD Case Expense Requests

What is a SPD case expense ?  
Any expense other than attorney hours and mileage reimbursements are considered case expenses.

### Examples of SPD case expenses

Investigator  
Expert  
Discovery fees  
Lodging  
Transcripts/Transcription/  
Depositions  
Medical Records  
Online Legal Services/Research

Before ANY expenses are incurred, please be sure you have prior written approval. Expenses incurred without prior authorization may not be reimbursed by the SPD.

### Submitting Expense Requests

There are four basic components to a properly submitted expense request.

1. Fill out the online expense request form with all of the identifying information for the expert, investigator or service provider.
2. Fill out the online expense request form with the estimated expense amount. This can be done at either an **\*hourly** or **\*\*flat-fee rate**.

3. In the comment section, describe the services to be provided or the items that will be obtained. Your description should clearly explain the need for your request.
4. SPD will try to address each request within a few days. While financial constraints are a factor in exercising discretion, our primary focus is effective representation to all of our clients.

**\*Hourly** requests include the service to be provided at an hourly rate plus travel expenses. If additional funding is required to complete the service, an additional expense request is required.

**\*\*Flat-fee** requests include the service to be provided at a flat rate plus travel. If additional funding is required to complete a flat-fee service, additional justification will be required.

### Expense Request General Information

- After you have submitted your request, it will be reviewed. Attorneys are notified if the request was approved, denied, or modified. Not all expense requests are approved for the submitted amount. Additionally, the requested amount does not always equal the approved amount.

- If you are representing a client with multiple companion cases, you are not required to submit an expense request for each case. When multiple requests are made for the same client with the same justification details, they are flagged as duplicate and may not be approved. In order to efficiently process your request, please consolidate your expense requests when possible.

### Expenses paid directly by the SPD Fiscal Unit

Certain expenses are paid directly by the SPD Fiscal unit to the service provider. Attorneys should not incur any of the following expenses out of pocket.

**Transcript Request:** All transcript requests submitted should include the dates of the transcripts that are being requested from the court reporter. When you estimate the cost of the transcript, it is acceptable to enter \$1 in the direct pay expenses.

Transcript requests should be narrowed to the scope of what is needed for your case. If the expense was approved, the service provider will bill the SPD Fiscal Unit directly.



Case expense request cont....

**Medical Records:** Medical record pay rates are statutorily mandated under section [146.83](#). If the expense was approved, the service provider will bill the SPD Fiscal Unit directly.

**Discovery:** Discovery payment rates are listed in [PD 8](#). The State should bill discovery costs directly to the SPD Fiscal Unit.

**Interpreters:** Not all uses of interpreters require prior approval. Please review the following [Interpreter Policy](#). Please click, [Interpreter Request Form](#) if additional interpreter services are required.

All direct pay expenses should be billed directly to the SPD Fiscal unit by the service provider:

ATTN: SPD Fiscal Unit  
P.O. Box 7923  
Madison, WI 53707

If you have any specific questions or would like more information about the expense request process, please contact ACD.

Phone: 608-261-0632

Email: [acd@opd.wi.gov](mailto:acd@opd.wi.gov)



## Timeslip Tips

### Preventing Common Timeslip Errors

After the New Year begins, it is not uncommon to see timeslip entries that are out-of-order chronologically. To prevent this from happening, after a time slip has been entered on your online billing website, **Save and Continue** the timeslip.

This will automatically put the timeslip in chronological order. Then you can also check the time slip for other data entry errors as well including: all time is coded correctly (Out-of-court, In-court and Travel), and hourly time entries are entered accurately. Once you have checked the time slip you can now enter expenses as needed and finalize billing.

## Get SPD Payments Faster

Did you know that SPD offers direct deposit? For more information on this service or to enroll, please contact SPD Budget Director Anna Oehler.

Email: [oehlera@opd.wi.gov](mailto:oehlera@opd.wi.gov)