



Assigned Counsel Division Newsletter

Volume 17, February 2018

Forensic Practice Group's New Coordinator Evan Weitz

[Evan Weitz](#) graduated from the UW-Madison in 2008 with a degree in Mechanical Engineering. In 2011, he received his Juris Doctor from DePaul University College of Law. He started in the Oshkosh office in 2011. Then, in 2015, transferred to the Milwaukee Trial office and joined the Chapter 980 team. He has represented SPD clients on many types of cases ranging from mental health commitments to first degree intentional homicide.

A few words from Evan:

Often as criminal defense attorneys we are asked to assume many roles and wear many hats. As technology advances and society becomes more dependent on it, increasingly we are asked to wear the scientist hat. Forensic issues may seem daunting at first, but resources exist to help you effectively confront these issues. One thing that I have found most helpful in learning and presenting new technical or scientific issues is taking some time to discuss the topic with someone else. I have found the act of talking about a subject helps to distill the concepts and offers an opportunity to practice explaining them as we will ultimately have to do in the courtroom. As one of the two [Forensic Practice Coordinators](#), I extend an invitation to you to reach out to [Vince Rust](#) or [myself](#) when you encounter forensic issues in your cases.

I am available to brainstorm cases, discuss experts, offer suggestions, provide an opportunity to talk through forensic issues, and to offer whatever other assistance I can provide to help you. I look forward to working with all of you.

Special points of interest:

- **Updates to ACD Minimum Attorney Performance Standards**
- **Attorney Billing page Access**
- **Time slip Tips**
- **Forensic Practice Group's New Coordinator**
- **New to SPD on Demand-Forensic Science Training Courses**
- **Sign up Now for Upcoming SPD Training Events**

Problems Accessing Your Online Billing Page?

In January, some users reported issues with access to [WISPD.org](#). If you are still experiencing problems accessing your online billing page, please clear your browsing history and caches of website cookies. Below are instructions for clearing your browsing history for all of the main web browsers:

[Internet Explorer](#)

[Mozilla Firefox](#)

[Google](#)

Once you have cleared the history from your computer, follow the link above to the SPD website. Scroll to the bottom of the homepage and click on **ACD Online Billing Access**.

Report 2017 CLE

Credits

All private bar attorneys must complete six credits of continuing legal education each calendar year in SPD case type areas. Credits are reported through your online billing site.

An initial report will be run the early part of March 2018.

If you have questions about your current reported CLE credits or SPD credit requirements, please contact [Heather Harris-Fatty](#).

Need 2017 CLE credits: please visit our [Training Division's webpage](#) for upcoming SPD CLE classes and current online training courses.

New to SPD On Demand

The SPD Training Division is excited to announce the following Forensic Science Training Courses.

[Fundamentals Of Digital Forensics for Litigators](#)

[Forensics Issues in OWI Cases](#)

[Eye Witness ID](#)

[Litigating Daubert & other Pretrial Motions on Forensic Science](#)

[Cell Tower Forensics](#)

[Litigating Science Dependent cases](#)

Sign Up Now for upcoming SPD Training Events

Trial Skills Training Academy

May 14-18, 2018

[Agenda](#)

[Click here for detailed information](#)

[Click here to register](#)

Abusive Head Trauma Criminal Defense Training

May 14, 2018
UW Law School
Madison WI

[Agenda](#)

[For more information or to register contact Heather Harris-Fatty](#)

Criminal Law Basics CLE Program

March 14-16, 2018

Fairfield Inn

Weston, WI (near Wausau)

24 CLE credits, including 1.5 ethics

[Agenda](#)

[For more information or to register contact Michelle McGillivray](#)

Updates to ACD Minimum Attorney Performance Standards

As we continue to update policies and procedures, we recently finished changes to the minimum attorney performance standards (MAPS). Please take time to review these changes, and re-acquaint yourself with all sections!

Follow the link below to see the most recent version. Changes to the MAPS are highlighted:

[SPD Minimum Attorney Performance Standards](#)

Using your Wisconsin eCourts account

- ✓ Keep your e-mail address current. This is required in order to receive timely notifications from the eFiling system.
- ✓ Update password and security questions.
- ✓ Update and create custom addresses with circuit courts statewide. You can update pending cases with your address changes.
- ✓ Account recovery tools to easily recover your user name via e-mail or text message.

Update your account information at <http://logon.wicourts.gov>.

Questions? E-mail web.admin@wicourts.gov.

CONSOLIDATED COURT AUTOMATION PROGRAMS
Wisconsin Supreme Court



Client Courtroom Attire

Often times, our first perceptions of people begin with our eyes. And many times, SPD clients may not have the means to dress up for court. Being without proper attire can negatively influence a defendant's case, so the SPD does try to maintain a supply of suitable courtroom attire at each of the local offices. While the SPD is not funded to reimburse attorneys for buying clothes for their clients, attorneys can donate used items at the local offices. The need for clothing is always greater than the stock that we have on hand.

With Spring cleaning right around the corner or if you are just feeling the urge to clear out your closet, consider a clothing donation to your local SPD office. Clothing donations to the SPD can be claimed as a tax deductible charitable contribution.

Time Slip Tips

Bundling Time slip Entries

Prior to the SPD online billing system changes last October, one time slip entry could include several different activities. This practice is known as "bundling."

09/14/2016	Out-Court	Select	Review client letter: Review file: Email Assistant District Attorney	1.2
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Under the new billing system, bundling is not allowed. Each differing activity in a single day has to have its own time slip entry with the most appropriate **Detail Type** chosen from the new drop down menus.

Date	Detail Type	Detail	Hours
01/26/2018	Client Letter/Email		0.2
01/26/2018	Legal Work Other-Explain	review file	0.6
01/26/2018	Negotiation with DA	email to ADA	0.4

Bundled entries saved in the system prior to 5pm October 15, 2017, will be accepted. When submitting a time slip with bundled entries, the system will prompt you to make a selection from the drop down menu. Please pick the **Detail Type** that most closely describes the majority of the activities in that time slip entry.

Time billed for e-Filing

According to SPD policy, attorneys may bill only for time spent providing professional legal services, work that is primarily secretarial or administrative in nature is not reimbursable, and time slips must contain sufficient information to allow the SPD to perform its auditing responsibilities.

Tasks such as simply opting into an e-Filed case, e-Filing a document, receiving an email notification of an e-Filed document, printing an e-Filed document, etc. are considered administrative in nature and are not reimbursable. However, if an attorney receives notice of an e-Filed document and then spends time reviewing the document, the review time is reimbursable. The Attorney should be sure to note in the time slip entry that the document was reviewed. Time slip entries describing only "receiving an e-Filed document" give the auditors no way of knowing that the attorney also spent time performing a legal review of the document.