

Assigned Counsel Division Newsletter

Volume 7, December 2014

SPD Budget Update

The Governor is reviewing agency budget requests and assembling his budget proposal to be introduced to the Legislature in February 2015. The Legislature will then review and make changes to the document. Final approval by the Governor will likely happen next June.

Adam Plotkin
SPD Legislative
Liaison

Invoice Processing Times and Budget

We are currently processing and approving bills for payment within approximately 45-50 business days. ACD and fiscal staff are processing bills and payments as quickly as possible. We have been and will continue paying more than \$1.8 million per month through the end of this fiscal year.

EOPD Error Message

Q: Are you getting an error message when finalizing your billing to SPD?

A: At this time, we are experiencing a system glitch with invoice submission to SPD. The error is resulting in the system not generating an automatic email response to verify that your invoice has been submitted. We are aware of the issue and our IT department is addressing it.

Until this is resolved, we recommend the following: When prompted to click the browser back button, hit the back button. Then click on cancel. Now refresh the screen. The billing has been sent and the invoice number should appear in the **Bills pending payment** column. If you do submit the invoice twice or more, no worries, the additional ones are blank and indicate just a dollar amount.



2014 CLE Credit Requirements

It is that time of year again to report continuing legal education (CLE) credits to SPD. 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.

Attorneys who do not report credits as required will not be in compliance and will be suspended from taking SPD appointments.

If you have questions about your current reported CLE credits or SPD credit requirements, please contact Heather Harris-Fatty at har-rish@opd.wi.gov

Need 2014 CLE credits, please visit our Training Division's webpage for upcoming SPD CLE classes and current online training courses.

<http://wispd.org/index.php/for-the-legal-practitioner/training>

End of Year 1099 Tax Forms

The year end is fast approaching and 1099s will be mailed out in mid January 2015. If you have changed your or want your 1099 mailed to a different address, please notify SPD before 12/31/14. You can contact Kim at salask@opd.wi.gov