



Assigned Counsel Division Newsletter

Experts, Investigators, and Interpreters

Volume 23—May 2020

It can be challenging to find experts, investigators, and interpreters, but there are some resources available to help you with your search. Many attorneys solicit names through the Defendernet and WACDL listservs. In addition, the Professional Association of Wisconsin Licensed Investigators (PAWLI) lists investigators that it has screened on its website here: <https://pawli.com/home> and, the Wisconsin State Courts has an Interpreter Search function on its website here: <https://www.wicourts.gov/services/interpreter/search.htm>

The SPD also has specialty practice groups in several areas. Practice coordinators are available to consult with private bar attorneys. Here is the link to the Specialty Practice Group section of our website: <https://www.wisprd.org/index.php/legal-resources/specialty-practices>

Contact ACD@opd.wi.gov to be included in the Defendernet listserv.

Travel Time Reporting

Attorneys often submit invoices that include travel dates that also appear on their previously submitted invoices. Auditors must confirm whether the time slip entries represent separate round trips or inadvertent duplicate entries. It is not possible for ACD to verify the time of an out-of-court event, such as a client visit in jail. And, since CCAP notes are not available in some cases, or CCAP notes don't always include court times, ACD can't always verify the time of an in-court event.

We ask attorneys to report their travel departure or court time in an effort to verify the number of trips in a single day. Having the departure or court times reduces the frequency ACD has to reach out to attorneys for help verifying travel. Click [here](#) for more info regarding Travel & Mileage Reporting rules.

Resource Links

Len Bias Cheat Sheet—
[Click Here](#)

WI Public Defender
Website—[Click here](#)

Assigned Counsel Division
Website page—[Click here](#)

Attorney Performance
Standards—[Click here](#)

ACD Billing Terms and
Conditions—[Click here](#)

Reporting CLE Credits

All private bar attorneys must complete and report six credits of continuing legal education in SPD case type areas each calendar year. You have until June 30, 2020, to complete and submit credits for 2019. The SPD Training Division webpage has a list of SPD online courses. ([Click here](#)) Once courses are completed you must submit credits through the SPD online billing system.

If you do not report sufficient credits for 2019 by 6/30/20, you will become ineligible to receive new SPD appointments.

Administrative Tasks

While it is common for an attorney to bill paralegal or administrative work in a private pay case, the SPD is not funded to reimburse administrative time.

For example, opting into a case, picking up or delivering records, and making copies are administrative tasks. In addition, a conversation with a Judicial Assistant or calling a jail regarding scheduling are also administrative tasks.

You can find more examples on our website [here](#).

Expectations for Trial Lawyers— Preserving the Client's Right to Appeal

The SPD Assigned Counsel Division has included a list of Minimum Attorney Performance Standards for Appointed Private Bar Counsel on the website. It can be found by [clicking here](#).

Today we highlight number Practice Standards—Trial 11:

An appointed attorney shall inform the client of his/her right to appeal, file a notice of intent to pursue post-conviction relief if requested to do so by the client, and make a proper referral to the WSPD appellate division.

After filing a Notice of Intent to Pursue Post-Conviction Relief, the trial attorney should email a copy to the SPD Appellate Division. You can do this by email to:

madisonappintake@opd.wi.gov.

If you have any questions, please contact the Appellate Division at:

608-266-9580.

Upcoming Events:

The Training Division has announced that the 2020 Annual Criminal Defense Conference will be held November 5-6, 2020 at the Hyatt Regency - Milwaukee.

If you still need credits for this year, please [click here](#) and be redirected to our Training Division website page.

We will update you as to any change in the format or date as we continue to navigate COVID-19.

To remove your name from our mailing list or add a recipient, please send an email to: ACD@opd.wi.gov.

Questions or comments? Email us at ACD@opd.wi.gov or call 608-261-0632.