



King County

Department Policies and Procedures

Title

Alternative Process for DPD Dependency Expert Services Requests

Department/Issuing Agency

Department of Public Defense

Effective Date

July 15, 2016

Approved

The following process may be used for requesting expert services for dependency child representation cases assigned by the King County Department of Public Defense (DPD). Expert services may also be requested pursuant to the DPD Expert Services Policies and Procedures as posted on the DPD web site. The DPD Expert Services Policies and Procedures remain in effect if it is not inconsistent with the alternative process outlined below.

Approval Process

1. The dependency attorney should email DPDExpertServices@kingcounty.gov with the following information:
 - a. Expert's name, email address, phone and mailing address.
 - b. Expert's DPD issued vendor number to expedite direct payment to the expert.¹
 - c. Consistent with DPD Expert Services Policies, the attorney should include in the request;
 - i. A brief case background as to why the expert is necessary and brief description of the services to be provided (without including the client's name, case number, or other client-identifying information).

¹ Contact Fiscal Specialist Marcella.Clement@kingcounty.gov if the expert does not have a current vendor number.

- ii. Estimated cost for services including the hourly rate, an estimate of total hours to complete the work, and a breakdown of hours by activity. If the services are provided at a flat rate, state the fee and the specific services to be provided. Include any other necessary expenses such as travel expenses.
 - iii. The request must also include a certification from the attorney indicating whether other expert services have been authorized for that client and, if so, the name of the expert and the amount authorized.
 - d. Any questions or more specific information may be provided by phone to a DPD practice area director. Contact Burns.Petersen@kingcounty.gov (206) 477-8966 for Assigned Counsel and, Louis.Frantz@kingcounty.gov (206) 477-9004 for DPD attorneys.
2. If the request is approved, a practice area director will notify the attorney by email stating the nature of services and the financial scope of the authorization. This initial email approval will contain a "Request ID" number for tracking purposes. This number is unique to the request and should be included in all correspondence with DPD. An "Expert Services Authorization and Request for Payment" form will also be included for payment purposes. The expert should not exceed any authorized amounts without express prior approval of a practice area director.
 3. If the request is denied, a practice area director will notify the attorney by email or phone to explain the basis for the denial.

Payment Process

1. Once the services are completed and an invoice received from the expert, the Attorney must sign (confirming performance of the services) and return hard copies of the "Expert Service Authorization and Request for Payment" form together with the invoice to DPD Fiscal Specialist Marcella.Clement@kingcounty.gov. Write the "Request ID" number on the invoice and redact any client identifying information before sending the invoice to DPD.
2. The DPD Fiscal Specialist will pay the invoice after ensuring the requested amount conforms to the prior DPD approved expenses.