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**Expert Services**

**Requests Authorizations and Payments**

**Checklist**

1. **REQUEST FOR EXPERT SERVICES REQUIRED DOCUMENTATION**

(Ensure title page headers match throughout the packet)

1. Motion
2. Attorney Declaration
3. Order
4. Information and Certification of PC
5. Expert’s General Fee Schedule (if new to DPD)
6. Expert’s CV (if new to DPD)
7. King County Substitute W9 form (if new to DPD)
8. **Motion** (The following information must be included):

* Name of Attorney(s) for Defendant
* Full name of Expert; including the business name, or if expert is a sole proprietorship
* Name of Defendant (indicate suffix/hyphen, AKA/FKA), including their charge(s) (Ensure case name and case number match on all pages of the packet)

1. **Attorney Declaration** (The following information must be included):

The body of the attorney’s declaration needs to include **sufficient specificity** as to allow the examiner to clearly understand the nature of the request, why the expert is needed and what the expert is expected to perform on behalf of the client. “Check boxes” cannot be used as a substitute for attorney declarations. The declaration, at a minimum, must include:

* Name of the attorney-of-record making the request
* Name of the expert whose services are being requested
* Detailed explanation of why the services are reasonable and necessary to the defense of the client’s case
* Summary of the expert’s expected testimony
* Itemized “cost-per-service” breakdown

An example of the cost-per-service breakdown looks like this:

* Record Review/Analysis: Number of hours Hourly fee requested
* Interviewing/Testing: Number of hours Hourly fee requested
* Scoring/Interpretation of data: Number of hours Hourly fee requested
* Consultations with Attorneys: Number of hours Hourly fee requested
* Preparation of report(s): Number of hours Hourly fee requested
* Travel Time: Does expert charge for travel time? If yes, how much?

The expert must be able to provide the attorney with the estimate for all of the above. A lack of sufficient specificity may result in the Expert Request being denied or returned for additional information. In either instance, it will result in unnecessary delay.

**3. Order** (The following information must be included):

* Name of defendant’s attorney
* Full name of expert; including the business name, and/or if expert is a sole proprietorship
* Specific services sought
* Whether the defendant is in-custody or out-of-custody
* Trial date, if applicable
* Total financial amount for services being sought, including rate(s)
* Whether the amount is a hourly rate or flat fee
* Whether the Expert Order will be sealed or not sealed
* Whether attorney is appointed or not appointed
* Signatures and matching dates on all applicable pages
* Email addresses of everyone who should receive the order and affidavit

No payment will be made in excess of the amount authorized. If additional services or a change in rates are necessary, the attorney must obtain additional authorization *in advance*.

1. **Submission of Materials**
2. Motions to seal documents in Superior Court must first be submitted to the Chief Criminal Judge, pursuant to policies in Section 10.2 of the King County Superior Court Criminal Department Manual.
3. Requests for expert services with *no* Motion to Seal should be emailed to: [dpdexpertservices@kingcounty.gov](mailto:dpdexpertservices@kingcounty.gov).
4. Expert service policies and forms are available at the King County Department of Public Defense Assigned Counsel web site located at: <http://kingcounty.gov/courts/public-defense/assigned-counsel.aspx>. Consult the policy for additional information.
5. **REQUESTS FOR PAYMENT**

* Submit billing/payment requests to the DPD Finance Mailbox: [DPD-Finance@kingcounty.gov](mailto:DPD-Finance@kingcounty.gov).
* An Expert Service Authorization and Request for Payment (ESARP) form (provided by DPD at the time of approval) is to be filled out completely and the expert’s invoice is to be attached. Do not submit duplicate invoices.
* Case name, case number and expert vendor must match the expert authorization.
* The Services Provided section must be completed in full:
  + This includes the dates, the type of service/activity performed, the time/hours for each service/activity, and total hours/rate per each authorized rate of pay.
  + If there are multiple ESARPs, it is OK to bundle them together for one invoice, but each ESARP must indicate time/expenses/costs to be applied to each.
* Expenses should be summarized, and receipt(s) provided for any expense(s) over $6.00. Costs incurred without a receipt must be initialed by the attorney.
* Mileage/per diem should be invoiced for the year the service/travel occurred.
* ***IF* all required information is indicated on the invoice**, then just indicate *Total Hours*,

*Total Costs*, any *additional sign-off(s)*, and “see attached invoice” on each ESARP. It is not *necessary* to duplicate.

**Note:** These protocols are subject to revision and will be published as updated.