



King County

# Department of PUBLIC DEFENSE

## EXPERT SERVICES Authorizations and Payment Requests Checklist

### I. REQUEST FOR EXPERT SERVICES REQUIRED DOCUMENTATION

(Ensure packet is arranged in the following order; & case info match throughout the packet, as well as title/header pages: Superior **or** District Court.)

1. Order
2. Sealing(s) (Refer to Section II)
3. Motion
4. Attorney Declaration
5. Expert's General Fee Schedule (If new to DPD)
6. Expert's CV (If vendor is new to DPD, or providing updated copies)
7. *King County Substitute W9* (If vendor is new to DPD. Access the forms & instructions via website.)

1. **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, case number, and dates match on all pages of the packet.

2. **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):

- Full name of defendant's attorney.
- Attorney's signature and matching dates on all applicable pages of the packet.
- Full name of expert- including their business (DBA) name, and/or if expert is a sole proprietorship.
- Specific services sought.
- List of prior services.
- 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 an hourly rate or flat fee.
- Whether the Expert Order will be sealed or not sealed.
- Whether attorney is appointed or not appointed.
- 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*.

**II. SUBMISSION OF MATERIALS**

1. Motions to Seal documents in King County 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: <https://www.kingcounty.gov/~media/courts/superior-court/docs/criminal/criminal-manual.ashx?la=en>
2. All Motions to Seal documents in the King County District Court must be sealed by the attorney *after* approval by the Expert Services Administrative Attorneys. You must contact the District Court to determine the manner in which to obtain sealing of the documents and follow the Court's instructions to finalize sealing.
3. Requests for expert services with *no* Motion to Seal should be emailed to: [DPD-ExpertRequests@kingcounty.gov](mailto:DPD-ExpertRequests@kingcounty.gov).  
**NOTE:** Mailbox for submission of requests only. Contact designated DPD staff with any *other* inquiries.
4. Expert service policies and forms are available at the King County Department of Public Defense Assigned Counsel web site (Google King County Public Defense and click on Assigned Counsel & Expert Service Requests).
5. Consult the Policy for additional information and specific requirements.
6. Incomplete or improperly completed documents will be returned for correction and resubmission.

**III. REVIEW PROCESS**

1. DPD will forward completed expert requests to independent Expert Services Administrative Attorneys for review.
2. DPD will email signed copies of all pleadings to the attorney following the Expert Services Administrative Attorney's ruling.
3. DPD will file the signed originals in King County Superior Court cases.
4. DPD will file the signed originals in King County District Court cases that are not to be sealed.
5. King County District Court cases requiring sealing will be returned to the Attorney to seal and file with the court as noted in Section II.

**IV. REQUESTS FOR PAYMENT**

1. An "Expenses and Expert Billing Affidavit" (Billing Affidavit) and instructions will be sent to you at the time of authorization.
2. Carefully review the billing instructions for details on the payment process.
3. Submit Billing Affidavits along with payment requests to: [DPD-ExpertBilling@kingcounty.gov](mailto:DPD-ExpertBilling@kingcounty.gov).  
**NOTE:** This mailbox is for submission of Billing Affidavits only. Contact designated DPD staff with any *other* inquiries.
4. Questions concerning the Billing Affidavit and instructions should be directed to: [DPD-Paralegal@kingcounty.gov](mailto:DPD-Paralegal@kingcounty.gov).
5. If payment is not received within 7 (seven) business days *after* submission of the Billing Affidavit, the Expert should notify the Attorney for follow-up. (King County Policy is for payment within 30 days, but will do a status check if requested after 7 business days.)

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