

WISCONSIN OFFICE OF THE STATE PUBLIC DEFENDER

Protecting Justice for All

Investigator/Paralegal/Legal Assistant Work for SPD Private Attorneys

Instructions

Assignment of Work

When an attorney identifies a person to provide legal assistance, the attorney will discuss the type and scope of work that is needed, how long the work should take, the timeline of the case, the pay rate (see Rate Chart of the Assigned Counsel Division (ACD) Manual on the SPD website at www.wisspd.gov), and any other necessary details. Once there is agreement on the terms of the work, the attorney will submit a request to the SPD for approval of the expense. The attorney will inform you if the request has been approved and if your work can begin.

If at any point you would no longer like to be contacted for work, please contact ACD via email at acd@opd.wi.gov.

Reporting Work

All legal work must be documented on a time slip that itemizes each task by date, length of time to complete the task and a brief description of the work performed. An example of an acceptable timeslip is included on the next page.

All case expense policies that apply to attorneys also apply to other service providers. Section VI of the ACD manual is dedicated to reimbursable and non-reimbursable case expenses. Here is a link to the ACD home page, where you can find the ACD manual.

Payment for Work

Once you and the attorney agree that your work is complete, send your timeslip to the attorney and ask that it be forwarded to ACD for processing. Once your timeslip is received by ACD, it can usually be approved and processed within 30 days, and you can expect payment from the attorney. If you have questions about payment, please reach out to the attorney prior to contacting ACD.

09/15/23

Hours Breakdown

Minutes Worked	Hours to Report
3	.05
6	.10
9	.15
12	.20
15	.25
18	.30
21	.35
24	.40
27	.45
30	.50
33	.55
36	.60
39	.65
42	.70
45	.75
48	.80
51	.85
54	.9
57	.95
60	1.0

Example

Timeslip

If unsure,
ask attorney
for this
information

Name: Jane Doe
 Work: Paralegal

SPD Client: Joe Blow
 SPD ID: 230123456A
 Appointed attorney: Sam Adams

Date	Description	Hours
07/08/23	Review & Summarize Contents of CD's from Two Rivers PD	.3
07/11/23	Review & Revise transcripts from Two Rivers PD Video (disc 1)	3.7
07/12/23	Zoom meeting with defense team to discuss case updates	.8
07/13/23	Research caselaw re: disclosure of records of a minor	1.3
07/14/23	Email transcription service re: USB return	.05
07/15/23	Review medical records for Heparin administration	5.3
07/18/23	2 texts with attorney re: time of today's meeting	.02
07/19/23	Email to attorney with medical records summary/timeline	.01
07/23/23	Travel: From home (La Crosse, WI) to Monroe County Courthouse for 8am evidentiary hearing. RT-56 miles	1.0
07/23/23	Evidentiary Hearing	.5

Total Miles: 56
 Mileage Rate: \$ 0.51/mile
 Total: \$28.56

Total Hours: 13.07
 Hourly Rate: \$ 25.00
 Total: \$326.75

INVOICE TOTAL: \$355.31