

Paralegal/Legal Assistance 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 (\$25/hr), 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 Katlyn via email at pollarik@opd.wi.gov.

Reporting Work

All legal work must be documented on a timeslip that itemizes each task by date and length, and includes a brief description. An example of an acceptable timeslip is included.

All case expense policies that apply to attorneys also apply to other service providers. Section VI of the Assigned Counsel Division (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.

Minutes Worked	Hours to Report
3	0.05
6	0.1
9	0.15
12	0.2
15	0.25
18	0.3
21	0.35
24	0.4
27	0.45
30	0.5
33	0.55
36	0.6
39	0.65
42	0.7
45	0.75
48	0.8
51	0.85
54	0.9
57	0.95
60	1.00

Payment for Work

Once you and the attorney agree that your work is completed, 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.

Timeslip

EXAMPLE

Name: Jane Doe
Work: Paralegal

SPD Client: John Doe
SPD ID: 230123456A
Appointed Atty: Sam Adams

Ask attorney for these if unsure

Date	Description	Hours
7/8/2022	Review & summarize contents of CD's from Two Rivers Police	0.3
7/11/2022	Review & revise transcripts from Two Rivers PD video (disc 1)	3.7
7/12/2022	Zoom meeting with defense team to discuss case updates	0.8
7/13/2022	Research caselaw re: disclosure of records of a minor	1.3
7/14/2022	Email transcription service re: USB return	0.05
7/15/2022	Review medical records for Heparin administration	5.3
7/18/2022	2 texts with attorney re: time of today's meeting	0.02
7/19/2022	Email to attorney with medical records summary/timeline	0.1
7/23/2022	Travel: From home (La Crosse, WI) to Monroe County Courthouse for 8am evidentiary hearing. Round trip = 56 miles.	1
7/23/2022	Evidentiary hearing	0.5

Total Miles:	56	Total Hours:	13.07
Mileage Rate:	\$0.51/mile	Rate:	\$25/hr
Total:	\$28.56	Total:	\$326.75

Invoice Total: \$355.31