



## Assigned Counsel Division Newsletter

### Farewell Mark Rinehart and Welcome Melissa Lamb

Congratulations to Mark Rinehart on his well-deserved retirement at the end of March!

ACD is happy to announce Melissa Lamb as the new program and policy supervisor. Prior to joining SPD, Melissa worked for the Director of State Courts Office for 24 years, most recently as a program manager in the Office of Court Operations. In this role, Melissa administered reserve judge appointments and assignments, managed the circuit court forms program, and assigned referees to attorney disciplinary matters. When not working, Melissa is usually trying to read all her library books before the loans expire, spending time with friends and family, and enjoying the great indoors. Melissa lives in Madison with her dog and two cats, loves the arts and entertainment, travel, and a good bargain. Melissa grew up in Illinois, but has no allegiance to any Illinois-based sports teams, or any sports teams at all, and she hopes you won't hold it against her. Melissa looks forward to meeting our private bar partners. Please reach out to introduce yourself!



### Litigating Race, Adolescence, and Police Trauma Training and Resources

SPD recently hosted a training program titled "Litigating Race, Adolescence, and Police Trauma". There are some great resources available from this event on the Training Division website ([click here](#)). The resources are divided by topic in the drop down menu. The bibliographies and case framework from this training are available in the "Racial Disparity" and "Youth Defense" topic areas. Feel free to browse all of the online training resources at your convenience.

### Upcoming Scholarship Opportunity

There will be a limited number of scholarships available for private bar attorneys to attend the training "Representing Parents in CHIPS and TPR Cases" in Weston July 10-12. The scholarships may cover lodging costs as well as registration fees. More information is forthcoming, so keep an eye out for the training announcement.

### HOLD the Date Upcoming Training Events

**May 20 in Racine**  
Ethics Hodgepodge CLE

**June 20 in Bayfield**  
Ethics Hodgepodge CLE

**July 10-12 in Weston**  
Representing Parents in CHIPS and TPR Cases

**August 14-16 in Pewaukee**  
Forensic University: Digital Evidence

**September 23-27 in Delavan**  
Working as a Team: An Institute for Attorneys and Investigators

**November 14-15 in Milwaukee**  
SPD Annual Conference

[Click here for additional training information](#)

## Finding Experts, Investigators, Paralegals/Legal Assistants, and Interpreters

It can be challenging to find experts, investigators, and interpreters, but there are some resources available to assist with your search. Many attorneys solicit names through the Defendernet and WACDL listservs. In addition, the Professional Association of Wisconsin Licensed Investigators (PAWLI) has a list of screened investigators on its website: <https://pawli.com>. The SPD maintains a list of paralegals and legal assistants that are willing to do freelance work for private bar attorneys. If you would like a copy of that list, please feel free to contact ACD at [ACD@opd.wi.gov](mailto:ACD@opd.wi.gov). Lastly, the Wisconsin Court System has an Interpreter Search function on its website : <https://www.wicourts.gov/services/interpreter/search.htm> Please review any invoice submitted by a third party provider before submitting it to the SPD for payment.

## Time Slip Tips

### Companion Cases

When an attorney is appointed to companion cases (two or more cases representing the same client), there are some nuances to the billing process. If the cases proceed during roughly the same time frame, and belong to the same case type group, the SPD policy is for the attorney to bill all of the time and expenses for the companion cases on one case, and to submit invoices for \$0 on the remaining case(s). The exception to this policy is if the appointment dates for the companion cases dictate different hourly rates. Companion cases with different hourly rates should be invoiced separately.

Additional information regarding companion cases can be found in the Hourly Rates section of the ACD Manual, posted online [here](#).

### Travel Reporting

Attorneys often work on multiple cases in one day and sometimes submit invoices that include travel dates from previously submitted invoices. Auditors must confirm whether these time slip entries represent separate round trips or inadvertent duplicate entries. It is not possible for ACD auditors to verify the time of an out-of-court event, such as a client visit in jail, nor to verify all instances of in-court events. This is why attorneys are required to report their travel departure time as well as in-court times. Including this information results in more efficient and expedited invoice approvals.

Check [here](#) for more info regarding Travel & Mileage Reporting rules.

### Assigned Counsel Division Contact Information

You can reach ACD staff by telephone at 608-261-0632 or by email at [ACD@OPD.WI.GOV](mailto:ACD@OPD.WI.GOV)