

ACD Newsletter - April 2026

SPD Assigned Counsel Division <acd@opd.wi.gov>
Reply-To: SPD Assigned Counsel Division <acd@opd.wi.gov>
To: acd_privatebarattorneys@opd.wi.gov

Wed, Apr 8, 2026 at 3:48 PM



Assigned Counsel Division Newsletter

April 2026



New ACD Program Supervisor

Katlyn Lengfeld (Pollari) has been with ACD for almost 4 years. She is thrilled to step into this new role as the ACD Program Supervisor and continue to support all the amazing private bar attorneys that represent SPD clients.

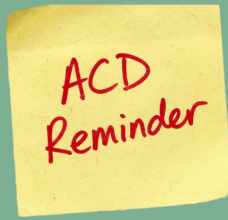
Below is a short bio.

Originally from the Milwaukee area, Katlyn moved to Madison for college, where she pursued her passion for science and the law. She began her legal career through internships at the Capitol and DOJ, later becoming a paralegal at a civil rights law firm. Knowing her passion was in criminal law, in 2022 Katlyn joined SPD. During her time here, she served as a paralegal on AHT/SBS cases in the Trial Division and as a financial specialist in the Assigned Counsel Division.

In light of Katlyn's promotion, ACD is filling her position and we hope to begin training a new auditor in early May. We understand that processing times may lag until ACD is fully up and running, so please be patient with the auditors.

ACD's 2025 Numbers

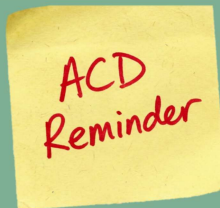
In 2025, ACD audited more than **41,000 invoices** from **28,000 cases**.



Communications with ACD

When initiating contact to ACD (with receipts, billing questions, interim requests, etc.) please email ACD at acd@opd.wi.gov. Your email will be routed to the relevant person(s). This ensures quicker response time, as there are days an ACD member will be out or unavailable.

*In all communications, please include the **case SPD ID** and **client name**.*



Submitting Case Expense Requests

- 1) Please ensure the phone # and address are correct.
- 2) Information in the Comments box is required. Please include:
 - What services/items will be provided with the cost?
 - Why is the cost needed?
(include case specific information)

When ACD reaches out for clarification on these items it delays processing the request.

Notice of Completion

When an attorney has completed their work on an SPD case, they should submit a **Notice of Completion**.

*This template, and other helpful documents, can be found on the Assigned Counsel Division --> **ACD Resources** page of the SPD website.*



Prepping a File for Successor Counsel

Before an attorney provides the client's file to successor counsel, make sure to:

- include all electronic files
- provide a list of exhibits & the date each was entered



Upcoming SPD Trainings

Youth Defense Training - April 14-15, 2026 (Madison, WI)

Family Defense Training - May 19-21, 2026 (Madison, WI)

For more information on SPD Training events, visit the [Training](#) page of the SPD website! Through this page you can also access TalentLMS, which contains recorded trainings and other materials.

Upcoming Holiday Closures

SPD offices are closed Monday May 25th.



Assigned Counsel Division

acd@opd.wi.gov

608-261-0632