

SPD-ACD: October Newsletter

SPD Assigned Counsel Division <acd@opd.wi.gov>

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Assigned Counsel Division Newsletter

October 2026

New SPD Billing Site!

Upgrades include:

- Can search and sort by different fields (i.e. client name, case #, county, etc.)
- Ability to submit receipts & invoices in the same place
- ACD can see the site from attorney point of view, which will help with assistance





Troubleshooting on the Billing Site

If something is 'missing' from view or glitching, before contacting ACD please try the below tips:

- Zoom out to see the entire screen
- Use the scroll bars (at bottom of screen)
- Sign-out then back in
- Sign-in using an incognito/private browser ([how-to](#))
- Use a different search engine (Chrome, Edge, Firefox, etc.)
- Restart/update computer



Submitting Receipts

When you upload/submit a receipt for an expense reimbursement you are sending ACD a PDF file. Keep a copy for your records.

In order for the auditors to identify the specific invoice to associate with any receipt, if an attorney is creating an invoice associated with the receipt, we ask that attorneys submit the invoice first. In other words: *Do not submit a receipt before submitting your invoice.*



Submitted Receipts *page*

The Submitted Receipts page lists all receipts that were sent to ACD. The actual receipts are not accessible on the ACD site—the site does not store files. Please retain copies of receipts after submission to ACD. Using unique/specific file names may be useful to you.

Case Appointment Program (CAP) Unit

For decades private bar appointments were done by each individual local office. To centralize the process SPD created an appointment team - the CAP Unit. *Almost* all counties are now part of this program. Meet the CAP team, and see who appoints private bar cases for each county!

Counties Where CAP Unit Members Appoint



Dawn Stachowiak

CAP Unit Manager



Dominique Williams

608-218-4468

williamsd@opd.wi.gov

Columbia
Ashland / Bayfield / Iron
Douglas



Hubert Law

920-459-4027

lawh@opd.wi.gov

Eau Claire / Buffalo / Pepin
Barron / Rusk / Chippewa
St. Croix / Polk / Pierce /
Dunn
Clark / Jackson /
Trempealeau



Taylor Anderson

414-207-4363

andersont@opd.wi.gov

Racine
Kenosha
Rock
Walworth
Green / Lafayette



Destiny Rivera

414-261-1715

riverad@opd.wi.gov

Milwaukee (Trial)



Jordan Smith

608-266-8748

smithjo@opd.wi.gov

Calumet / Outagamie
La Crosse / Vernon
Menominee / Shawano



Devonte Stevenson

414-207-9786

stevensond@opd.wi.gov

Fond du Lac
Green Lake
Dodge
Sheboygan



ZavEon Jones

262-548-5609

jonesz@opd.wi.gov

Manitowoc
Waukesha
Washington
Ozaukee
Jefferson
Waushara / Winnebago



Cole Pilachowski

608-218-4795

pilachowskic@opd.wi.gov

Langlade / Lincoln / Price /
Taylor
Marathon
Florence / Forest / Oneida /
Vilas

Salma Alsaher

262-383-3171

alsahers@opd.wi.gov

Brown / Door / Kewaunee
Oconto / Marinette

Janay Barry

414-261-1715

barryj@opd.wi.gov

Dane

Counties Where Local SPD Office Staff Still Appoint

Juneau / Marquette / Sauk [Baraboo Office]
Crawford / Grant / Iowa / Richland [Lancaster Office]
Monroe [Sparta Office]
Burnett / Sawyer / Washburn [Spooner Office]
Portage / Waupaca [Stevens Point Office]
Adams / Wood [Wisconsin Rapids Office]
Milwaukee Juvenile



ACD
Reminder

Certification Increase

If you are qualified to accept appointments outside your current SPD certifications, and do take accept some (even just a few per year) **please complete the certification form to become certified for the level.**

This does not mean you have to accept more cases than you'd like to!
This saves ACD and other SPD staff from having to unnecessarily review appointment requests that you are already qualified to take.



CASE
REMINDER

Signature from Client in Custody

What if my client is in custody and I need to obtain the client's signature for a plea questionnaire or prelim waiver form?

Suggestions:

1. Mail the form to the client with time for them to return via snail mail.
2. Reach out to the Institution and speak with the client's social worker. Ask if the social worker will accept the form via fax or email, obtain the client's signature, and email (or fax) back to you.
3. Get the client's authorization for you to electronically sign on their behalf and document that on the form (most judges are ok with this—you can reach out to the Judge's clerk beforehand to make sure the Judge is ok with the attorney signing for the client)
4. If the client is appearing in person for the hearing, you can have the client sign the form in court (you have already reviewed it with them), confirm on the record that you previously reviewed the form with the client, and then e-file the signed form



Upcoming Events

SPD Annual Conference | Nov 12-13, 2026 | Milwaukee, WI

The annual conference is a great opportunity to earn CLE's, meet other attorneys who practice indigent defense (both staff & other private bar) and meet your ACD team!

NOTE: November 11th is a pre-conference Youth Certification Introductory Training complimentary with "Full Conference" admission.

To register, view the sessions and speakers, and find other information please visit the [**Registration & Conference Website**](#) (also accessible via the [**SPD Training page**](#)).

There will be a session all about ACD in the morning of Thursday November 12th. ACD will also have a table, so please stop by to say hi and ask any questions!

We will have limited copies of the appellate handbook, ACD Manual, and there will be SWAG available!

Assigned Counsel Division

Wisconsin State Public Defenders

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