

Case Expenses Billed When Representation Ends

Reimbursable expenses that are not direct bill expenses are billed when representation ends. These expenses are reimbursed to the attorney. Attorneys should include these expenses on the final invoice submitted through their online billing page. These rules also apply to case expenses incurred by investigators and experts.

The following are reimbursable expenses:

1) **Expert/Investigator** - Prior approval, receipts, and investigator invoices are required.

How to Request Experts/Investigators

2) **Travel, mileage, parking**

- **Travel time** is reimbursed if any portion of the trip is outside the county in which the attorney's principal office is located or if the trip requires traveling a distance of more than 30 miles, one way, from the attorney's principal office.
- **Mileage** (in-county & out-of-county) is paid at the rate set by the State of Wisconsin at the time the case was appointed (current rate effective 7/1/2013: \$.51/mile).
- **Parking** is reimbursed. Receipts must be produced upon request.

3) **Lodging and meals** – Lodging 60+ miles from home may be reimbursable. The state lodging rate is \$90/night in Milwaukee, Racine, and Waukesha Counties. In all other counties, the rate is \$82/night.

A hotel's standard rate may be higher than the state rate, but some hotels honor the state rate when informed that the stay relates to official state business and when shown a copy of the Order Appointing Counsel.

Meals are reimbursed only when associated with an approved overnight stay. The current state meal rates are \$8-breakfast, \$10-lunch, and \$20-dinner. When a meal is included in the cost of lodging, such as a continental breakfast, an expense related to dining out for that meal is not reimbursable.

Prior expense approval and receipts are required.

4) **Online legal research** - Online legal research will only be reimbursed if the research results in a separate and additional charge to the standard subscription rate paid by the attorney. **Any such expense expected to be more than \$20 requires prior expense approval.**

5) **Photocopying**

- Reasonable duplication expenses related to serving and filing appellate documents (motions, briefs, petitions for review, no-merit reports) that are reasonably required to discharge counsel's duties or obligations in the appointed case. The reimbursement rates are \$.10 per page for in-office copying. Rates for out-of-office copying are \$.10 per page or less plus fees for producing, compiling, or stapling. An invoice or receipt is required for reimbursement if the expense totals \$50 or more.
- Reasonable duplication expenses for out-of-office copying (excluding duplication of the case file). An invoice from the copying service indicating the number of pages and price per page is required.

6) **Printing documents from electronic format** - The maximum reimbursement rate for printing electronic documents, such as discovery or e-file information, is \$.10/page.

- **In office printing expense:** The attorney must provide a printing expense form stating the number of pages printed.
- **Out-of-office printing expense:** A receipt is required for printing expenses \$50 or more.

7) **Client file:** The file is property of the client. **The SPD does not pay for a duplicate copy of the file. Attorneys may copy documents for their files at the attorney's expense.**

If the attorney must provide the client file to the client or to successor counsel, the attorney should bill the delivery cost directly to the SPD Fiscal Unit. The attorney must complete a Client File Delivery Expense Reimbursement form and submit it along with the required receipts and verification.

8) **Obtaining records - If the cost of obtaining records is likely to be more than \$100, prior expense approval is required.** Examples include: school records, social service records, public records requests, etc.

9) **Obtaining copies of photos policy:** Photos are generally provided as part of electronic discovery. The SPD will not pay for color copies of photos to be made from electronic images. If an attorney would like photographs for court exhibits, the attorney should submit a case expense authorization prior to incurring the expense.

10) **Phone calls, video contacts, texts** – The SPD will reimburse collect calls from the client. Long distance calls and video client contacts will be reimbursed only if they result in a separate and additional charge to the standard bill for maintaining communication service.

[Assigned Counsel Division Text Reimbursement Policy](#)

11) **Appellate cases** - Reasonable expenses for mailing, serving, and filing a petition for review, motions, briefs, no-merit reports, or other documents required to discharge counsel's duties. This does not apply to general correspondence in appellate matters. **Counsel must effectuate timely filing and service in the least expensive manner available.** Counsel may utilize the U.S. mail or third party commercial carriers. However, express mail and express delivery charges are disfavored and will not be reimbursed if unreasonable. An invoice or receipt is required for reimbursement.

- Appellate briefs: The cost of production of any briefs and the cost to file the briefs should be billed directly to the Assigned Counsel Division (ACD). The attorney must complete an Appellate Brief Printing and Delivery Reimbursement form and submit it along with the required receipts.