**DIDS Guidelines on Expert and Investigator Billing**

DIDS recognizes that the services provided by investigators, experts, and other third-party vendors (collectively, “vendors”) are essential to providing an effective defense. DIDS also recognizes that obtaining such services can be more challenging in our rural communities and does not wish to discourage vendors from working there. To that end, we propose to adopt the following guidelines regarding vendor billing in appointed cases with an eye toward ensuring consistency across our rural communities to make it easier and more predictable for vendors. Once adopted, the guidelines will be subject to amendment as necessary.

Where counsel expects a vendor’s costs in a particular case to exceed the threshold for seeking pre-authorization (as outlined in the relevant County’s plan), counsel must submit a request for pre-authorization of defense services (forms PA-DEF, PA-PC, or PA-PRIS). The request should be accompanied by an estimate, rate sheet and, in the case of an expert, a CV demonstrating their expertise. Counsel should communicate with the vendor the importance of not exceeding the authorized amount; counsel may seek additional pre-authorization if it is believed that the vendor will exceed the currently authorized amount. **Expenses incurred that exceed the authorized amount may not be reimbursed.**

Requests for payment of authorized expenses (form PAY-AE) for services rendered must be accompanied by an invoice that contains the following information:

* date(s) of service(s) rendered;
* explanation of service(s) rendered;
* rate of compensation for each compensable activity invoiced;
* amount of time spent on each compensable activity (unless it is billed flat rate);
* an invoice number;
* an invoice date;
* the name of the client, the court, and court case number or LegalServer case ID;
* the total amount due and owing; and
* the total amounts invoiced and paid to date in the same matter.

Invoices requesting reimbursement for travel, copies, or other costs must be itemized and accompanied by detailed documentation, receipts, etc. Hotel receipts must be broken out by day and show a zero-balance due. Mileage must be supported by a printout of a mapping application showing the starting and ending locations and route travelled.

DIDS will approve payment for: (1) reasonable time for professional services rendered; (2) copies at $0.15/page (or other reasonable amount supported by receipt); (3) reasonable postage; (4) collect calls from an appointed client from a correctional facility; and (5) reasonable travel time and mileage traveled at the current Government established rate/mile.

DIDS will not approve payment for: (1) services that are statutorily required to be paid by order of a court or another third party (*e.g.*, competency evaluations, psychosexual evaluations, or transcripts of proceedings); (2) dual-purpose evaluations (*i.e.*, an examination for both a “defense” and a “non-defense” purpose); (3) overlapping billing; or (4) invoiced amounts in excess of those pre-authorized by the Department, without good cause being demonstrated.

For any doubts or questions regarding acceptable billing practices, please contact DIDS.