

Klickitat County
EXPERT SERVICES
Authorizations and Payment Requests
CHECKLIST

REQUEST FOR EXPERT SERVICES REQUIRED DOCUMENTATION.

Ensure that all captioning information is correct and matches throughout the paperwork, and submit pleadings and documents in the following order:

1. Motion with Attorney declaration for expert services.
2. Order
3. Klickitat County New Vendor and W9 (If vendor is new to Klickitat County. Access the forms & instructions via the Klickitat County Auditors website, www.klickitatcounty.org, found under the finance forms.)

1. **Motion** (The following information must be included):

- Name of Attorney(s) for Defendant.
- Full name of Expert; including the business name used for payment, or if expert is a sole proprietorship.
- Name of Defendant (indicate suffix/hyphen, AKA/FKA), including their charge(s). Ensure case name, case number, and dates match on all pages.

2. **Attorney Declaration** (The following information must be included):

The body of the attorney's declaration needs to include **sufficient specificity** as to allow the examiner to clearly understand the nature of the request, why the expert is needed and what the expert is expected to perform on behalf of the client. "Check boxes" cannot be used as a substitute for attorney declarations. The declaration, at a minimum, must include:

- Name of the attorney-of-record making the request.
- Name of the expert whose services are being requested.
- Detailed explanation of why the services are necessary and the cost is reasonable.
- Summary of the expert's expected testimony.

➤ Travel Time: Will the expert be charging straight travel time or mileage? Not both

A lack of sufficient specificity may result in the Expert Request being denied or returned for additional information. In either instance, it will result in unnecessary delay.

3. **Order** (The following information must be included):

- Full name of defendant's attorney.
- Attorney's signature and matching dates on all applicable pages.
- Full name of expert- including their business (DBA) name.
- Total financial amount for services being sought, including rate(s).
- Whether attorney is appointed or not appointed.
- Email addresses of everyone who should receive the Order authorizing.

No payment will be made in excess of the amount authorized. If additional services or a change in rates are necessary, the attorney must obtain additional authorization *in advance*.

4. SUBMISSION OF MATERIALS

1. The motion and order can be submitted to the Clerk's office ex-parte. No fee for signature will be charged for current defenders under contract, appointed conflict attorneys or indigent defendants.
2. **Incomplete or improperly completed documents will be returned for correction and resubmission.**

5. REVIEW PROCESS

1. Submissions will be reviewed by the Presiding Judge for authorization.
2. If paperwork is handed up in court, the Judge will review it in court, and authorize if appropriate.

6. REQUESTS FOR PAYMENT

1. An Expenses and Expert invoice should be provided to counsel upon completion of services.
2. Counsel carefully reviews the billing.
3. Counsel then prepares a motion and order for payment of expert services and attaches the invoice and a copy of the original order authorizing payment to expert.
4. Submit Billing paperwork to Klickitat County Clerk's Office; 205 S. Columbus, Rm 204, Goldendale, WA 98620, with a courtesy copy for the Court Administrators Office. Questions concerning the Billing paperwork should be directed to: The Klickitat County Administrator: Mary Jo Hanson; (509)773-5755 or email, maryh@klickitatcounty.org.

NOTE: These protocols are subject to revision