

### Policy Description

This policy sets out a uniform process for the compensation of contract attorneys, contract investigators, experts, and other miscellaneous service providers utilized in an appointed criminal case or criminal case otherwise eligible for publicly funded services.

### Applicability

This policy applies to all cases where investigative, expert or miscellaneous services have been pre-authorized to assist in defending any cases for which BCOPD has oversight over the counsel appointed therein, or where BCOPD is providing funding for investigative services pursuant to the decision in *State v. Punsalan*.

### Procedures

Billing may only be made after services are rendered. No retainers or other advance fees will be paid.

1. In the case of investigative or expert services, billing may be made on a periodic basis even before all of the services in a particular case have been rendered. Billing for Miscellaneous services or expenses should be made only after such services or expenses have been provided or incurred.

2. In order for compensation or reimbursement to be issued, the following must be provided to BCOPD:

a) An original invoice. In the case of experts or investigators, the invoice must provide details of what was provided and a break-down of costs associated with individual components of the services. “Blanket” billing or generic description of services are not sufficient and may result in delays or the invoice being returned. (*Investigators must bill according to the specifics contained in their professional services agreements*); and

b) An original completed [Claim for Compensation form](#) signed by either the service provider or the attorney of record. This form must be completed in its entirety. Please see instructions on latter portion of the form.

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3. Service providers who have not been set up as a vendor yet with Benton County will need to submit an original [signed W-9 form](#) in order to be set up as a vendor in order for a compensation voucher to be generated.

4. Compensation may take up to 30 days but is usually quicker. Properly completed paperwork is the best way to expedite issuance of compensation vouchers.

**VERY IMPORTANT: BCOPD will only pay for expert services that have been pre-authorized according to this policy. Compensation for experts retained by attorneys on any cases where pre-authorization has not been granted will be a matter to be resolved between the attorney and expert in question.**

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