

HELPFUL HINTS/CHEAT SHEET

Case.Contracting@mspd.mo.gov

Always Use Case.Contracting@mspd.mo.gov

Please use the Case Contracting email address to send messages regarding:

- a conflict in a case and it needs to be reassigned
- a question about how to do something or what to do about something
- invoices, litigation expense requests, travel (mileage) invoices, disposition forms, requests for collect calls through MSPD, travel reservations, etc.

When you email us, please use the subject line to notify us what is in the email, such as “Invoice,” “deposition request,” “collect call request,” “urgent conflict question.” The entire team monitors the Case Contracting email inbox, and putting a title on your email will help the right person respond in a timely manner. We’re here to help you however we can!

Motions to Withdraw/Private Counsel Enters

Please do not file a motion to withdraw due to a conflict of interest before contacting us. If you believe there is a conflict and filing a motion to withdraw is necessary, please contact our office to discuss before filing a motion. We typically ask attorneys to stay in the case until it has been disposed unless private counsel has actually entered the case, at which time you can file a motion to withdraw.

We would like to know as soon as possible when private counsel enters a case in which you are Special PD so we can notify the local office if necessary and close the case in our database. When you email us the disposition form in this circumstance, please put “Private Counsel Entered” in the email subject line. This will keep the email from getting absorbed into our disposition folder, which can be quite full at times.

If a judge orders you to withdraw from a case, please call our office to discuss the situation with one of our attorneys. Please do not file any withdrawal motions until our office has had an opportunity to discuss the case with you.

Litigation Expense Requests

Litigation expense request forms can be found on our website:

<https://publicdefender.mo.gov/panel-attorney-page/litigation-expenses/>

The password for the website is included in the assignment notification emails we send you (**mspdwork**).

The website lists the information required for different types of litigation expenses. The following is a good example of what we like to see in the “detailed reason for request.”

Depositions, travel, and transcripts for three lay witnesses in this double homicide - they include Joe Smith, Mike Jones, Dale Green. Joe is a juvenile who is currently in detention himself for an unrelated offense. He was an eye witness. Dale Green is a lay witness in DOC, who allegedly drove client and his brother around after the murders. Lastly, Mike Jones is an eye witness who was

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present for the shooting. All three witnesses have given conflicting statements and one has even recanted. Depositions are necessary for impeachment purposes at trial. I need to use Heritage Reporting because they are willing to travel for the deposition in Chillicothe for the incarcerated deponent. Cross Reporting is the priority CR for Jackson Co. but Heritage Reporting has comparable rates and is willing to travel for one of the depositions

The more information you can provide us in the detailed reason, the better. When the expense request is for an expert, please be sure to include the expert's hourly rate(s) for each type of expert service in the request. *Please always ask your expert, process server, record provider, investigator, etc. if they will reduce their rate since the case is for an indigent defendant; many of them will.*

Invoices

Please submit invoices for payment when you receive them so MSPD does not incur any late charges. When you submit the invoice, please state in your email that the work reflected on the invoice was performed or you received the deposition/hearing transcripts and approve payment. We have to have attorney approval before submitting the invoices to accounting for payment.

Travel Invoices

When submitting monthly invoices for mileage, it is not necessary to put multiple client names for the same docket, but you may do so if you wish. Please use the client's full name as shown in the notification of case assignment emailed to you. If you just put "Johnson" and we have to look for the Johnson that you represent – we have to scroll through the 450 Johnsons we currently have in our database to find the client that was assigned to you.

Disposition Forms

A nolle prosequi, dismissal, or completion of deferred prosecution or diversion program is a disposition we cannot see on case.net once the case is dismissed. Please notify us when a case is dismissed and include the date of dismissal!

If the client has multiple cases, we prefer each case number has its own form. However, if you want to put all of the cases that had the same disposition on one form and indicate which charges are for what case number, that would be fine. Please do not just list all the case numbers and charges with no distinction of what charge goes with what case. We need detailed and accurate information to close the cases correctly.

We get numerous disposition forms daily and are required to save each form to the client file. If you have disposition forms for several clients, please send only one disposition email per client (multiple disposition forms for the same client may be sent in one email). This make the closing process a little easier for us.

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Other Ways We Can Help

We have a few attorneys who utilize some of the following services we offer, but we're not sure everyone knows about them.

DOC Calls – We have a collect and direct call phone line here in Columbia that we can reserve for Securus/collect calls for MSPD clients and transfer them to the phone number of your choice (office, cell, home, etc.). Some facilities require 48 hours' notice, so please send your call requests to us at least four days in advance and provide at least two available dates/times. If you would like to reserve the phone line for a call, please email Case Contracting with [DOC Call](#) in the subject line.

Rental Car, Hotel Reservations, Flight Reservations

If you don't want to use your own vehicle and would like to use a rental car to travel a long distance for court, out of town deposition, client visit, etc., we can make a rental car reservation for you if doing so would be more cost-effective for MSPD than reimbursing you for mileage. If you do utilize a rental car, we would ask that you DO NOT use the Fuel Service Option– MSPD will reimburse you for the gas upon submission of your receipts.

If you have to travel for a trial, deposition, etc., we can make hotel reservations for you. If it is out of state, we can still help you. Please do not make your own reservations for MSPD cases.

If you need to go out of state for a deposition or another approved reason, we have someone who can help us make flight reservations for you. Please contact us for a travel information form.

We can also make these same arrangements for experts coming in for trial or deposition in an MSPD case. We will create the litigation expense request for the expert's travel arrangements. We would just ask that you help put us in touch with the expert so we can get the necessary information to make the reservations. Please notify your expert they are not to make their own travel arrangements in your MSPD cases.

If you need one of above, again, please email Case Contracting and put [Rental Car/Hotel/Flight or Travel Reservation\(s\)](#) in the subject.

Criminal Record Checks

We have the ability to request criminal record checks for MSPD cases. If you need this service in a case, please email us at Case Contracting and put [Criminal Record Check](#) in the subject.

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