

PROCEDURES FOR REQUESTING EXPERT SERVICES AND SUBMISSION OF PAYMENT

PROCUREMENT

The attorney must determine which particular expert will provide the necessary services, taking into consideration the need for quality of service as well as cost-effectiveness. The expert should be made aware that payment will be from the state's indigents' defense fund so that a lower rate than for private clients may be negotiated. (Please call the administrative office **for** assistance in locating experts.)

APPROVAL

When the attorney has received an estimate of costs in writing from the expert including costs for testimony, and the estimate exceeds \$1,000 for psychiatric or psychological services and \$300 for other experts, that written estimate must be used to complete the BIDS contract form. The contract is then forwarded to the expert for signature and to BIDS for signature. An order authorizing expert services is then prepared by the attorney and submitted to the judge for review and approval.

Out-of state psychologists are required to obtain a Kansas license in order to be eligible to provide evaluation or expert services on a defense case. A copy of the license will be **REQUIRED** by B.I.D.S when requesting the funding approval for services and should accompany the request. (Reference: K.S.A. 74-5316.) A copy of a Kansas license is required to accompany the Expert Service Claim Form in addition to the time sheet the contract and a copy of the original Order approving the services. BIDS does not pay the cost of obtaining a Kansas license.

BIDS does not pay for psychiatric or other services arising out of proceedings to determine **competency** to stand trial.

SUPPLEMENTAL SERVICES

If it appears that the expert services will exceed the contract amount, a supplemental contract and order from the judge are necessary.

PAYMENT

Expert claims shall be submitted to the board for payment **no later than 60 days** after the conclusion of expert services.

When the services have been provided by the expert, the attorney will prepare a payment voucher payable to the expert. The contract and sheet must be attached to the voucher along with any receipts plus a copy of the original Order approving the services. The attorney will sign the voucher signifying review of the entire billing. The judge's signature must be obtained and the voucher and attachments sent to the B.I.D.S. administrative office in Topeka for payment.