

Things you should know

Questions?

Email Case.Contract@mspd.mo.gov

Entry of Appearance:

You must enter your appearance as a Special Public Defender pursuant to RSMo 600.011(1) AND RSMo 600.042.1(10) & notify all parties of your entry and within a week or sooner if needed, visit client in jail or arrange for an office visit, if client is not in jail.

Expert Witnesses:

Before using Chapter 552.020 or 552.030, contact this office to discuss whether a private examination is more appropriate.

Documents obtained from a state agency should be provided without charge under Mo. Rev. Statute 600.096.

Payment:

An invoice template is supplied for your convenience at http://www.publicdefender.mo.gov/contracts/contract_resources.htm

An invoice template for Expert expense is supplied for your convenience at http://www.publicdefender.mo.gov/contracts/contract_resources.htm

To receive payment, you must first have a Tax identification number. To acquire a tax identification number, you must submit a Vendor input form at http://www.oa.mo.gov/acct/pdf/files/vendor_input_form.pdf

Vendor input form should be faxed to MSPD Accounting department at 573-884-4020.

To receive payment, you must mail an original invoice on letterhead along with the contract number, the e-request number, the amount due and your SSN or Federal ID number to:

Missouri State P.D. System c/o Barbara Hoppe, Transfer Attorney
Woodrail Centre

1000 West Nifong, Building 7, Suite 100
Columbia, Missouri 65203

Do not include confidential information on the invoice.

Faxed invoices will not be accepted.

If payment is to be made to the attorney individually and not to a firm, the invoice should be on attorney's individual letterhead with attorney's SSN or on firm letterhead with attorney's SSN and with a signed request by the attorney on each invoice, to pay the attorney directly.

Under RSMo 33.120 the State of Missouri cannot reimburse claims for any services rendered over 2 years ago.

Case Closing:

At the close of the case (s):

Ask the judge to sign the lien. (See schedule on lien for appropriate amount). File the original with the court, send a copy to our office and give a copy to the client. Be sure to inform the client that that he/she may make payments if and when able to do so, but any future state tax refunds can & will be intercepted. Lien forms and payment envelopes are mailed to you from the MSPD in bulk. Please send an email to Case.Contract@mspd.mo.gov if you need more or print from our web page

http://www.publicdefender.mo.gov/contracts/contract_trial.htm

Notify Barbara Hoppe, Transfer Attorney, of the disposition of this case by email to Barbara.Hoppe@mspd.mo.gov

If an appeal is needed, ask the sentencing court for leave to appeal in Informa Pauperis, file the NOA and Informa Pauperis Order and email a copy to Barbara.Hoppe@mspd.mo.gov