

PDS Resources for New Appointed Counsel



How to Submit Vouchers

Learn how to access and navigate the Online Voucher System (OVS)

Motions Bank

Find templates for frequently used motions in criminal proceedings (e.g., Motion to Suppress Evidence)

Other Practice Materials

PDS's Criminal Law Research Center provides information on Drug Court, juvenile law, and mitigation.

Specialist Database

- ☒ Expert witnesses
- ☒ Mitigation specialists
- ☒ Investigators

Social Service Resource Guide

Connect clients to treatment programs and community services vetted by PDS.

Upcoming CLEs

Explore CLE trainings offered by PDS.

Access on PDS's website

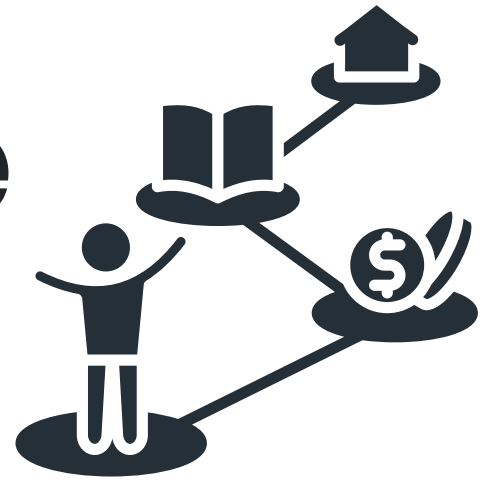
<https://pds.wv.gov>





Public Defender Services

Social Service Resource Guide



Helping attorneys connect clients to services

What is it?

A centralized, statewide database of social services containing program contact information, eligibility criteria, and intake/referral procedures. With over 70 unique resources, PDS regularly updates the guide and verifies all information.

What types of social services are included?

- ☒ Substance use treatment
- ☒ Mental health treatment
- ☒ Housing
- ☒ Transportation

How to submit resources to the guide

Help expand the resource guide! Attorneys and the public can submit their own resources to the database. PDS will review and verify all submissions before publishing. Use the QR code below!



**Access the resource guide
on PDS's website**



Public Defender Services

Getting Started with the Online Voucher System (OVS)

If you are a new panel attorney, you must follow the steps below to be eligible to be paid by Public Defender Services. If you have any questions, please contact LeeAnn Doyle at leeann.m.doyle@wv.gov.

1. Visit <http://apps.wv.gov/accounts> to create and activate your WV.gov account.
2. Complete the [OVS Access Form](#) and submit to PDS.
3. Access the [Online Voucher System](#) once you receive your "access granted" email.

Public Defender Services offers training in both the technical and ethical aspects of billing using the Online Voucher System (OVS) at no charge to the user. The course teaches both attorneys and data entry users how to create and update vouchers in OVS. Additionally, the course examines our legislative rules that govern what we do and do not compensate attorneys for, as well as the ethical aspects of maintaining a billing system. To enroll in the free course, send an e-mail to leeann.m.doyle@wv.gov.



Find the forms you may need to submit with your vouchers and other information on using the OVS on PDS's website.



Accessing Funds for Specialists

Mitigation Specialists

Mitigation specialists are classified as paralegals for billing purposes.

- **Rate:** \$20.00 per hour.
- **Hiring Process:** Use the [Social Worker Contract](#) on the PDS website and obtain an order approving paralegal services.
- **Voucher Type:** Appointed Attorney's Voucher.
 - The attorney pays the mitigation specialist and seeks reimbursement.
 - Mitigation services **cannot** be billed on a Direct Expense Voucher.
- **Requirements:** Itemized invoice on letterhead.

Investigators

Investigators are classified as Contracted Investigative Services for billing purposes.

- **Rate:** \$30.00 per hour.
- **Hiring Process:** Obtain a [Certified Court Order](#) (with an embossed/raised seal) authorizing the investigator by name.
- **Voucher Type:**
 - Direct Expense Voucher (if at least \$200). The investigator is paid directly by the state if the invoice is \$200 or more.
 - Appointed Attorney's Voucher (if under \$200). The attorney pays the investigator and seeks reimbursement if the invoice is under \$200.
- **Requirements:**
 - Itemized invoice on letterhead.
 - A W-9 for the investigator must be on file with PDS.
- **Expense Cap:** Expenses are capped at \$2,500 per case (non-life felony) unless the court authorizes expenses exceeding this amount. Use the [Order Exceeding Expenses Cap](#) form.

Expert Witnesses

Experts are classified as Extraordinary Litigation Expenses for billing purposes

- **Rate:** As approved by court order.
- **Hiring Process:** Obtain a [Certified Court Order](#) (with an embossed/raised seal) naming the expert and rate.
- **Voucher Type:**
 - Direct Expense Voucher (if at least \$200). The expert is paid directly by the state if the invoice is \$200 or more.
 - Appointed Attorney's Voucher (if under \$200). The attorney pays the expert and seeks reimbursement if the invoice is under \$200.
- **Requirements:**
 - Itemized invoice on letterhead (include hourly rate).
 - A W-9 for the expert must be on file with PDS.
- **Expense Cap:** Expenses are capped at \$2,500 per case (non-life felony) unless the court authorizes expenses exceeding this amount. Use the [Order Exceeding Expenses Cap](#) form.



CLIENT INTAKE FORM

Client Full Legal Name: _____

Phone: _____ Email: _____

Preferred Contact Method: ☐ Phone ☐ Email ☐ Other: _____

In Need of Interpreter? ☐ No ☐ Yes, Language Needed: _____

Client Background

Is the client a U.S. Citizen? Does the client have valid identification?

☐ Yes ☐ No

☐ Yes ☐ No

Is the client a veteran?

☐ Yes ☐ No

Access to reliable transportation?

☐ Yes ☐ No

Are they the primary caregiver for any children or adults?

☐ Yes ☐ No

Highest level of education?

☐ Early Childhood ☐ H.S Diploma ☐ GED ☐ Associate's ☐ Bachelor's

Economic & Housing Information

Does the client have permanent housing?

☐ Yes, address: _____

☐ No (select from below):

☐ Shelter ☐ Staying with Family / Friends / Partner ☐ Unsheltered

☐ Other, please specify: _____

Currently employed?

☐ Yes ☐ No

Receiving Benefits?

☐ Yes ☐ No

Health Information

Currently under care of a doctor?

☐ Yes ☐ No

Any conditions requiring accommodation?

☐ Yes ☐ No

Does your client have a mental health diagnosis?

☐ No ☐ Yes, diagnosis: _____

Currently receiving mental health treatment (e.g. medication, treatment programs, therapy, etc.)?

☐ Yes ☐ No

Has the client ever received treatment for substance use?

☐ Currently receiving treatment ☐ Received treatment in the past ☐ Never

Is the client interested in receiving treatment for drug or alcohol use?

☐ Yes ☐ No

Support Network

Contact name: _____

Relationship to client: _____

Phone Number (or form of contact): _____

Contact name: _____

Relationship to client: _____

Phone Number (or form of contact): _____



Public Defender Services

Contact List

PDS Appointed Counsel Services

- For general guidance and support from PDS:
 - Sonia Copple
 - sonia.n.copple@wv.gov
 - (304) 558-3905
- For questions and training regarding the online voucher system:
 - LeeAnn Doyle
 - leeann.m.doyle@wv.gov

PDS Appellate Division - Attorney Assistance

- **Contact:** Matthew Brummond
- matt.d.brummond@wv.gov

PDS Criminal Law Research Center

- **Coordinator:** Kari Still
- kari.l.still@wv.gov

WV State Bar Criminal Law Committee

- **Chair:** Angela Brunicardi Doss
- abdoss@wvpdc4.com
- 304-699-3810