

Below is the process for getting approval for expert funds, the attorney will need to do an expert form for **each** requested expert. The form and fee schedule are located on our website under contractor forms.

**Needed Information:**

1. **an explanation of why the expert is needed;**  
**Please make it case specific, I will not go beyond the information you provide to determine if it is appropriate.**
2. **the CV of your requested expert;**
3. **an estimation of hours needed and a breakdown of how the requested hours are going to be used;**  
**Please make sure to include the breakdown and specifically how the hours will be used or if a flat fee what the fee includes.**
4. **the court order acknowledging your client is indigent for the purposes of appointing experts;**
5. **an acknowledgement that if travel cost are part of this request that they will not exceed the county reimbursement rates and;**
6. **the rate to meet the county fee schedule or an explanation of why exceeding them is appropriate in this case.**

The expert request form is on the PDO website, under contractor forms.

The fee schedule is located on the PDO website.

The travel reimbursement rates are located on the Finance website. (It is confusing so if you will need travel try to ascertain what it is, milage, if so, how much, hotel, if so how many nights ect.)

Once you have the required information, forms, and documents, please email them to me and Geroge Weeks, in one communication for each expert and I will review them as soon as possible.

Thank you, Kennedy C. Klagge

Yavapai County Public Defender, Director / Contract Administrator

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