

Pre-Authorized Expenses for Pro Se Individuals

A pro se individual is someone who appears in court and represents themselves without being represented by a lawyer. When they qualify for court appointed counsel, they are eligible for OPDC funding for case related services and may submit a request for Pre-Authorized Expenses (PAE).

If a legal advisor has been appointed, they may submit Pre-Authorized Expense requests on behalf of the pro se individual.

FINDING A SERVICE PROVIDER

A service provider is the person or business performing the requested service (for example: investigators, experts, psychologists, etc.)

A list of our most commonly requested service provider types and their corresponding rates can be found in the “OPDC Hourly Service and Expense Rates” schedule. This can be found by going to the OPDC website (www.oregon.gov/opdc) and clicking “Pre-Authorized Expenses” under the Provider tab at the top of the page. Once you are on the Pre-Authorized Expenses page, click on the Policies section to find the current rate schedule.

If you are having trouble locating a provider for a specific type of service, please contact our department directly for assistance. Our contact information can be found at the bottom of this document.

WHERE TO LOCATE FORMS

PAE request forms can be found by going to the OPDC website (www.oregon.gov/opdc) and clicking “Pre-Authorized Expenses” under the Provider tab at the top of the page. There is a Nintex form that can be filled out online, or a print-and-mail option. A copy of the print-and-mail form can be requested by contacting us at the email address or phone number found at the bottom of this document.

NINTEX ONLINE PAE REQUEST FORM (RECOMMENDED)

- The following link will route directly to our Nintex forms: [Online Nintex Forms](#)
- At the top of the Nintex Form, select “Pro Se” as the appointment type.
- Select “Pre-Authorized Expenses – Long Form” to the question asking what type of form is needed.
- The pro se individual should complete the form as thoroughly and accurately as possible, and then click submit on the final page. It will be emailed directly to our department, and a copy will automatically be sent to the email address provided on the form.

PRINT-AND-MAIL PAE REQUEST FORM

If you are unable to submit a PAE request through the online Nintex form, you may print and mail the request using our “Pre-Authorized Expenses Request Form: Pro Se”.

The completed form should be mailed to the address below, and will be routed to the PAE team for processing:

OPDC
Attn: Pre-Authorized Expenses
198 Commercial St SE, Suite #205
Salem, OR 97301

AFTER SUBMISSION OF THE REQUEST

Once we’ve finished processing the request, we will send a copy of the PAE decision to the pro se individual for their records, and a copy will be sent directly to the provider.

If the request was submitted by a legal advisor and their email address was provided on the form, the decision will be emailed to them so they can communicate and coordinate any services with the provider.

QUESTIONS?

If there are any questions about the PAE process itself or about a particular request that was submitted, our department can be contacted directly by email at CSS@opds.state.or.us or by phone at 503-378-2700, option 3 (Business Office), option 1 (Pre-Authorized Expenses).