

Pre-Authorized Expenses Request Form: Pro Se

This request form is for pro se individuals to request case-related services that are needed to help with the defense of their case.

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).

Case Information

Case Number (if more than one, please list the one with the highest charge):

Case Type: _____ County: _____

First Name: _____

Last Name: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Has the court determined that you qualify for a court appointed attorney, or extraordinary expenses? (Yes or no) _____

Service Provider Information (the person or business performing the requested service)

Provider's Name: _____

Business Name: _____

Phone Number: _____ Provider's City: _____

Service Information (the work being requested)

Service Type: _____

Quantity (Hours, pages, etc.): _____ Rate: _____

Has a previous request been made in the case for these same services or something similar? (Yes or no) _____ *If yes, please answer the question below.*

What work was completed under the previous request?

What will the provider do, why is the service needed, and how will this benefit the defense?

Travel:

Is travel needed to complete these services? (Yes or no) _____

Traveler Name: _____

Departing From: _____

Arriving At: _____

Please fill in the below travel expenses that are needed:

Mileage (estimated number of miles): _____

Travel Time – Hours: _____ Rate: _____

Lodging (number of nights): _____ Meals (number of days): _____

Other travel expenses, if not listed above: _____

Other travel expense quantity: _____ Rate: _____

Sign and Date:

Signature: _____ Date: _____