



New Hourly Public Defender Checklist:

- ☐ Review the OPDC [contact information](#) for your home county's [Unrepresented Persons Analyst](#) and [Resource Counsel](#), these will be your primary contacts at the agency.
- ☐ Review the [Attorney Qualification Requirements](#).
- ☐ [Apply for attorney certification](#).
- ☐ Review the applicable [OPDC Contract Terms](#).
- ☐ Contact [OPDC procurement department](#) for a contract.
- ☐ Sign and return the contract listing the counties where you are willing to practice and the case types for which you are willing to accept appointments.
- ☐ Complete the process for obtaining a vendor number from DAS and getting set up for payments from OPDC.
- ☐ Contact [PLF Practice Management](#).
- ☐ Review the OPDC [billing and invoice submission policy](#) and [rates](#).
- ☐ Review the [OJD Unrepresented Persons Dashboard](#) for cases you would be willing to accept.
- ☐ Contact your [OPDC Unrepresented Persons Analyst](#) when you are ready to accept appointment in a case or cases.
- ☐ Review the [OPDC Pre-Authorized Expense \(PAE\) policy](#) and [submission procedure](#).
- ☐ Once you are prepared to bill (either monthly or at the end of the case) review the [OPDC invoice process](#).
- ☐ [Submit your invoice](#).

☐ When the case is resolved complete your case closing procedures and [submit your final bill](#).

☐ Contact your [OPDC Resource Counsel](#) if you have questions.