



Non-capital Reimbursement Request Submission Checklist

Form I:

- PD Board Members are listed if applicable
- Public Contact listed

Form II

- Attorneys who are paid were listed on Case Assignment Worksheet (or explanation why bill is older than 1 year)

Form III: Case Assignment Worksheets

- All four quarters on spreadsheet
- Caseloads at or under 1.0 or below the county approved FTE. For any attorneys out of compliance, contact Commission staff and include the county plan to get attorneys back into compliance

Form IV: Alternative Adjustment

- Attorneys are qualified for cases assigned or include a note to confirm non-qualified assignments are counted as non-reimbursable
- If not using Form IV, a complete and detailed explanation of non-reimbursable expenditure calculation is included

Standards E and F forms

- New and/or updated forms submitted to information@pdcom.in.gov

Additional Caseload Certification forms

- (If required) attorney caseload reporting forms attached ([see instructions](#))