

Kitsap County Office of Public Defense

Request to Exceed Contract Fee Lid

*This form is used to request authorization to exceed the fee lid on a public defense contract.
Requests should be submitted BEFORE work exceeding the lid is performed whenever possible.*

Case & Attorney Information

Case Number:		Client Name:	
Requesting Attorney(s):		Date of Request:	

Type of Request

- ☐ Prior Authorization — requesting approval before doing work that will exceed the lid
- ☐ After-the-Fact — work exceeding the lid has already been performed without prior authorization

Reason for Exceeding the Lid

Describe the circumstances requiring additional hours (e.g., case going to trial and hours exhausted, unusual amount of discovery, unusual number of pretrial interviews, etc.):

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Estimated additional hours needed to complete representation:

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If Work Was Already Performed Without Prior Authorization

Explain why the request was not made in advance:

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How much additional work remains, why is it still required, and how many additional hours do you estimate it will take to resolve:

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Attorney Acknowledgment (required if this is an after-the-fact request):

- ☐ I acknowledge that authorization to exceed the lid was not obtained before the work was performed, and I commit to seeking authorization in advance before performing further work that exceeds the lid in future matters.

Note: Under the contract, the office is not required to pay compensation beyond the lid that was not pre-authorized. Submission of this form does not guarantee approval; the request and circumstances described will be considered before a final decision is made.

Attorney Signature:		Date:	
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For Kitsap County Office of Public Defense - DSD Use Only

Approved / Denied:	Approved	Amount Approved:	
Reviewed by:	Other:	Date:	
Notes:			

Approving attorney's signature: