Request to Exceed $5,000 Maximum SDP/SPP Fee Form Instruction Sheet for Examiners

Verify Profile Information in Online Invoicing System

- Review the case types selected in your online examiner profile to verify that it accurately reflects the case types for which you are willing to serve as court appointed examiner.
- Please be aware that selecting (SDP/SPP) Sexually Dangerous/Psychopathic as a case type in your profile indicates your willingness to be appointed and to abide by the revised payment policy for SDP/SPP cases.
- Click the following link for instructions to review and/or edit the case types selected in your profile: http://www.mncourts.gov/PsychServices/webhelp/Examiner_Tools_and_Resources/Profiles/Financial__Adding_Viewing_Editing_Examiner_Profile.htm#Independent

Form for Request to Exceed $5,000 Maximum SDP/SPP Fee in Psych Services Payment Policy

A. Applicability:

1. Requests to exceed will not be routinely authorized. Additional fees will only be authorized in exceptional SDP/SPP cases. Examples of what may qualify an SDP/SPP case as exceptional for purposes of exceeding the maximum examiner fee include:
    - More than 4,000 pages of case records
    - Examiner's testimony lasting more than one day
    - Unusually complicated issues involved in case
2. Please note that the established SDP/SPP maximum fee applies to examiner fees for "services" and do not include travel time or travel-related expenses.

B. Procedure to Submit **Request to Exceed $5,000 Maximum SDP/SPP Fee** form:

1. Locate the Request to Exceed form on the Psych Services website at the following link http://www.mncourts.gov/?page=2012.
2. Complete the form by following the instructions provided in red lettering.
3. Save the form on your computer.
    i. Click the save icon at the top of your screen.
    ii. In the Save In field, select a location to save the form.
    iii. In the File name field, give the form a name.
    iv. Click **Save**.

4. Attach the Request to Exceed form to an email and send to the appropriate Court Administrator.
    i. The name of all the Court Administrators are listed on the court's public website. Contact the Psych Services Program Coordinator at Heidi.Barba@courts.state.mn.us if you need assistance.
    ii. In the subject line of the email, type the following information: your name, "Request to Exceed SDP/SPP Fee" and the case number.
    iii. To attach the file, click the paperclip icon at the top of your screen. Locate the form and click **Insert**.
5. If your Request to Exceed is authorized, be sure to indicate as such in the comment section of the SDP/SPP invoice to inform the approver that you have obtained judicial authorization prior to submitting the invoice that exceeds the maximum $5,000 SDP/SPP fee.
6. The Court Administrator will return the Request to Exceed form to you by email after the judge reviews it and indicates if it is either authorized or not authorized.