

**Dependency Legal Services (DLS) of San Diego**  
1660 Hotel Circle N., Suite 200, San Diego, CA 92108

November 29, 2017

**DLS Billing Instructions for Paid Evaluators/Service Providers**

Thank you for working with Dependency Legal Services of San Diego. Upon being retained by a DLS attorney you should be forwarded a W-9 form. Provide the W-9 and your invoice (please identify our mutual client and petition number) to the Firm Director associated with your case. You may do so electronically. You will have been in contact with the Firm Director by the time you are retained, however, if you're unaware of the director's name please consult the attached DLS roster. You may also call or email Dan DeWan to ask him which firm is assigned.

Our internal process is that we immediately electronically forward your invoice, W-9 and our DLS Check Request Form to our controller in Los Angeles County. (DLS is a d.b.a. of Los Angeles Dependency Lawyers, Inc.) Her name is Dana Malki. Ms. Malki then will then send a hard check to you directly. If you have any issues please contact Ms. Malki at 323-859-5541 or [malkid@ladlinc.org](mailto:malkid@ladlinc.org). If you are having an issue it would also be a good idea to let the assigned firm director know so that we may assist internally.

Very truly yours,

Adam S. Reed, CWLS  
San Diego Office Director  
Dependency Legal Services of San Diego  
(sent without signature to avoid delay)