



Bennett J. Baur
Chief Public Defender

Litigation Contractor Application

Application must be typed

Litigation Contractor Information

Contractor Type:			
Legal Business Name (as appears at TRD):		DBA (if Applicable):	
Contact Name:	Title:		
Street/PO Box:	City:	State:	Zip: -
Phone: () -	Email address:		
NM Combined Reporting System (CRS) # AKA Gross Receipt Tax #: - -			
Services provided out-of-state - the litigation contractor does not need to register for a CRS #.			
Services provided in NM - the litigation contractor will need to apply for a CRS#. Example providing court testimony. The application process is simple and can be done on-line at http://www.tax.newmexico.gov/Businesses/register-your-business.aspx . For questions regarding the application or process of obtaining a CRS number please contact the NM Taxation and Revenue office at (505) 827-0700.			
Qualifications			
Are you a former or current NM government employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a retiree of state government? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you done business with State of NM within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Complete DFA W9, as DFA will not accept a Federal W9. Part 5 required for direct deposit. Include a VOIDED check or letter from bank confirming account # and routing #.			
Detailed Scope of Work (must be detailed or application will not be reviewed):			
Qualifications to include License Number and Expiration if applicable. (Please also attach a resume/CV):			

Rate Schedule

(Include all possible rates and services.)

Service with brief description	Rate flat or hourly	Amount
		\$
		\$
		\$
		\$
		\$

Instructions/Timelines

- 1) Proposed litigation contractor send completed application packet to litigation.services@lopdm.us.
 - Litigation Contractor Application -W9 -Copy of current Licensure (if applicable) -Resume or Curriculum Vitae
- 2) Timelines:
 - W9 Processing—up to **6 weeks** (new or inactivated contractor) -Evaluation/contract process—up to **8 weeks** -Maximum Timeline **14 weeks**
- 3) Notification of application status will be sent via email to the applicant and requesting attorney (if applicable)
PLEASE NOTE: THIS IS NOT A CONTRACT. APPLICANTS ARE NOT AUTHORIZED TO PROVIDE SERVICES WITHOUT A FULLY EXECUTED CONTRACT.

FOR LOPD USE ONLY:

APPROVED Yes No

 Administrative Services Director/ Deputy Chief

 Date

Requesting Attorney/Staff Contact Information (if applicable)

Name:	Email:	Phone: () -
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When is contractor Needed: Future Contractor Use or Contractor needs to begin work by: / /

If this is an Emergency request, state the nature of the **Emergency**.