



Bennett J. Baur
 Chief Public Defender

LITIGATION SERVICE REQUEST (LSR) FORM

THIS IS NOT A CONTRACT! DO NOT ASK THE CONTRACTOR TO PROVIDE SERVICES WITHOUT A FULLY EXECUTED LSC OR LSR SIGNED BY FISCAL, AS INVOICES WILL NOT BE PAID.

Origin of Request: <input type="checkbox"/> LOPD In-House <input type="checkbox"/> Contract Counsel <input type="checkbox"/> Emergency			
Attorney and Case Information			
Attorney Name:		Attorney OR Point of Contact Email:	
Judicial District:		County:	
Client Name:		Case Number:	
Criminal Charges(s):			
Stage of Case: <input type="checkbox"/> Pre-Indictment <input type="checkbox"/> Pre-Trial <input type="checkbox"/> Trial <input type="checkbox"/> Post Trial			
Litigation Contractor and Service Information			
Name/DBA:			
Street/PO Box:		City:	State: Zip:
Email address:		Phone:	
Expert Type:		<input type="checkbox"/> Contractor conflict check completed	
Scope and Deadlines			
Request # for this Expert on this Case: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> _____			Next hearing or deadline date:
Work conducted under previously approved LSR:			
Work to be conducted:			
If this is an Emergency request, state the nature of the Emergency and include pertinent dates . LSRs without this portion filled out will not be expedited:			

Amount Requesting if Expert is needed to testify, attorney must submit a separate request for testimony.					
	Rate Type	Amount/Unit	# of Units	=	Total
<input type="checkbox"/>	Hourly Rate	\$	# of hours:	=	\$
<input type="checkbox"/>	Travel Time Rate (1/2 of Hourly)	\$	# of hours:	=	\$
<input type="checkbox"/>	Flat Rate	\$		=	\$
<input type="checkbox"/>	Rate per Page	\$	# of pages:	=	\$
<input type="checkbox"/>	Per Diem (no receipts) OR	\$150.00 in-state or \$185 out-of-state	# of days:	=	\$
<input type="checkbox"/>	Actuals Hotel (receipts required)	\$215/day max (invoice may not exceed average hotel rate for the area)	# of days:	=	\$
<input type="checkbox"/>	Actuals Meals (receipts required)	\$45/day max	# of days:	=	\$
<input type="checkbox"/>	Mileage	\$.	# of miles:	=	\$
<input type="checkbox"/>	Transportation rental car, shuttle, parking (receipts required)	\$80/day max out-of-state	# of days:	=	\$
<input type="checkbox"/>	Expenses (list expenses, cost and total; receipts required)			=	\$
Grand Total (DO NOT INCLUDE Gross Receipts Tax):					\$

Rep. Attorney (<i>Required Signature</i>)	Approval Date	DC/ DD/ MA or CCLS Director (<i>Required Signature</i>)	Approval Date
Fiscal (<i>Required Signature</i>)	Approval Date	Deputy Chief/ ASD (<i>>\$1,000 Required Signature</i>)	Approval Date

Instructions

- 1) Form to be completed by assigned attorney. Required fields include: Attorney and Case Information, Litigation Contractor and Service Information, Scope and Deadlines & Amount Requesting. Obtain approval signature by Deputy Chief, DD, MA, or CCLS Director (if CCLS attorney send to Monica.Cruz@ccls.lodnm.us).
- 2) Save the LSR with required signatures in the Litigation Services Y:drive in the following format: LSR Dist.# client name- attny name- contractor name- submitter name.
 (Ex. LSR 13th Abraham Lincoln- John Adams- Thomas Jefferson- JMadison)
- 3) Fiscal will review LSR for rate amounts, budget availability, and verify there is a contract in place/ in process. Once all funds are exhausted another LSR must be submitted prior to the contractor conducting any additional work.
- 4) **Timeline:** Allow 1-week turnaround from date of submission for standard requests. Vendors without a current multi-year contract, add 10 additional working days. For new vendors an additional 14 weeks may be required for the State of New Mexico to process. Requests over \$1,000 will take more time to process as they require the Deputy Chief/ ASD's approval, which Fiscal will obtain. Emergency requests that require quicker turnaround, please check EMERGENCY and label: EMERGENCY LSR Dist# attny name- client name- contractor name- submitter name.
- 5) An approved contract/LSR will be emailed to the attorney and/or POC and contractor then filed in the Y: drive under C Fully Executed.