



## **LSR's and Frequently Asked Questions**

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## What is an LSR?

An LSR is a Litigation Service Request. This form needs to be filled out anytime you request services from an expert witness.

## What is the process for an LSR?

- Confirm that the expert is on the Supplier List.
- Reach out to the expert to confirm they are able and willing to do the work.
- Fill out the LSR with the required fields.
- Obtain the necessary approval.
- Send the LSR to Litigation Services.
- Wait for an email confirmation from Litigation Services with authorization before any work can begin.

## Where can I see the approved expert witnesses/vendors?

You can view a list of the approved expert witnesses in the y-drive. If the drive is not available you can email [litigation.services@lopdm.us](mailto:litigation.services@lopdm.us) and request a copy. We recommend that you do not save the list to your computer, since the form is constantly updated.

## What information will I find on the Supplier List?

- Supplier: Expert Witness/Vendor name
- Service Type
- Contact: Main contact person
- Email
- Phone Number
- Address

*\*The experts are divided in three tabs at the bottom of the supplier list.*



1. The experts on the “MY Contract” tab have existing multi-year contracts, they have pre-existing approved rates.
2. The “Case-by-Case Contract” tab includes experts that we may have worked with in the past but do not have a multi-year contract with approved rates in place.
3. The “Court Reporter” tab includes the information that we have on the court reporters. They are not on contract but they work for the courts. They will charge different rates per page based on the type of the request.

## What if the expert I need is not on the Supplier List?

Please remember that the Supplier List should be the primary resource for vendors.

If you need the services of an expert witness not listed, approval from the Deputy Chief of Administrative Services is necessary and the whole process can take up to 14-weeks from beginning to end before a contract is fully executed. Before the request for a new expert is sent to Litigation Services, you will need to reach out to the expert to inquire about their services and rates. Please notify Litigation Services as soon as possible if the expert is willing to assist in your case. The expert will need to submit an application via our Expert Portal to be considered for services. A payment profile will need to be set up with DFA before we can issue payment by submitting a W9 via the portal.

\*\*When inquiring about services please remember that our agency CANNOT pay any retainer, minimum or retainer type fees.

## What format should I use for my LSR?

All LSR's should be converted to PDF format before they are sent to Litigation Services.

## How should I title my LSR?

- Save your non-emergency LSR as follows:
  - LSR Dist. # client name- attorney name- expert name- Submitter Name
    - For example: *LSR 13th Abe Lincoln- John Adams- Thomas Jefferson- JMadison*
- Save your emergency LSR as follows:
  - EMERGENCY LSR Dist. # client name- attorney name- expert name- Submitter Name
    - For example: *EMERGENCY LSR 13th Abe Lincoln- John Adams- Thomas Jefferson-JMadison*

\*For all emergency LSRs, a detailed justification with service due date is required. Failure to include a detailed justification will result in you LSR to be processed as a non emergency request.

\* Also please note that the submitter will not be copied in the approval email if the LSR is not titled correctly.

## What fields are required on my LSR?

All highlighted sections are required. Please remember that if your request is an Emergency LSR all pertinent fields must be filled out. For 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc requests additional fields will need to be filled out.



NEW MEXICO  
LAW OFFICES OF THE  
PUBLIC DEFENDER

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.**

<b>Origin of Request:</b> <input type="checkbox"/> LOPD In-House <input type="checkbox"/> Contract Counsel <input type="checkbox"/> Emergency					
<b>Attorney and Case Information</b>					
<b>Attorney Name:</b>		<b>Attorney OR Point of Contact Email:</b>			
<b>Judicial District:</b>		<b>County:</b>			
<b>Client Name:</b>		<b>Case Number:</b>			
<b>Criminal Charges(s):</b>					
<b>Stage of Case:</b> <input type="checkbox"/> Pre-Indictment <input type="checkbox"/> Pre-Trial <input type="checkbox"/> Trial <input type="checkbox"/> Post Trial					
<b>Litigation Contractor and Service Information</b>					
<b>Name/DBA:</b>					
<b>Street/PO Box:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Email address:</b>			<b>Phone:</b>		
<b>Expert Type:</b>				<input type="checkbox"/> Contractor conflict check completed	
<b>Scope and Deadlines</b>					
<b>Request # for this Expert on this Case:</b> <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> _____ <b>Next hearing or deadline date:</b>					
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:					
<b>Amount Requesting If Expert is needed to testify, attorney must submit a separate request for testimony.</b>					
	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	\$85.00 in-state or \$115 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)	\$30/day max	# of days:	=	\$
<input type="checkbox"/>	Mileage	\$.32	# of miles:	=	\$
<input type="checkbox"/>	Transportation rental car, shuttle, parking (receipts required)	\$40/day max out-of-state	# of days:	=	\$
<input type="checkbox"/>	Expenses (list expenses, cost and total; receipts required)			=	\$
<b>Grand Total (DO NOT INCLUDE Gross Receipts Tax):</b>					<b>\$</b>

Rep. Attorney (Required Signature)

Approval Date

DC/ DD/ MA or CCLS Director (Required Signature)

Approval Date

Fiscal (Required Signature)

Approval Date

Deputy Chief/ ASD (>\$1,000 Required Signature)

Approval Date

## What if I have an Emergency LSR?

An emergency LSR is a request that requires a quicker turnaround than one week. **Three items need to be met** to consider an LSR as an emergency.

1. The LSR must be labeled correctly as an Emergency, the correct labeling is as follows:
  - a. EMERGENCY LSR Dist. # client name- attorney name- expert name- Submitter Name
    - i. For example: *EMERGENCY LSR 13th Abe Lincoln- John Adams- Thomas Jefferson-JMadison*
2. The emergency box must be checked off.

**Emergency**

3. The box with the information in regard to the nature of the emergency and pertinent dates must also be filled out.

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:

\*\* If any of the items listed above are not met, your LSR will not be expedited.

## What if this is not the first request for this client and expert?

If the expert you are requesting has already done work for the same case and client, you must check the correct box to indicate which request number it is.

Scope and Deadlines						
Request # for this Expert on this Case:	<input type="checkbox"/> 1st	<input checked="" type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> 5th	<input type="checkbox"/>

Additionally, you will need to fill out the “Work conducted under previously approved LSR” with a detailed description of the work previously completed. “Yes” is not an acceptable answer.

Work conducted under previously approved LSR:
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## Who needs to approve my LSR?

Before LSR's are submitted to Litigation Services, the LSR must have two approvals and signatures.

1. Representing Attorney
2. Deputy Chief, District Defender, Managing Attorney or CCLS Director.

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Rep. Attorney (Required Signature)	Approval Date	DC/ DD/ MA or CCLS Director (Required Signature)	Approval Date
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The LSR then needs to be sent to [litigation.services@lopdnm.us](mailto:litigation.services@lopdnm.us) and we will process the additional required approvals.

## How long will it take for my LSR to be approved?

We strive to approve all LSR as quickly as possible, however please keep in mind the timelines vary depending on the request.

- Standard Requests: Non-emergency and less than \$1000.
  - 1 Week Turnaround
- Requests Over \$1000: Non- emergency
  - Additional 2 business days from Standard Request
- Experts on the Case-by-Case basis list.
  - Additional 10 business days from Standard Request
- New Vendors:
  - Up to 14 Weeks
- Emergency Requests:
  - 1-3 Business Days

## How will I know when my LSR is approved?

Once we have approved your LSR an email from Litigation Services will be sent out to the attorney, the expert and the submitter. The email will have the subject line "Approved LSR *Client Initials*" and will include the approved LSR attached with ALL of the required signatures.

**Who will receive a copy of the approved LSR?**

The attorney, the expert and the submitter. We will use the emails included on the LSR, please ensure they are entered correctly in the required fields.

<b>Attorney and Case Information</b>	
Attorney OR Point of Contact Email:	
<b>Litigation Contractor</b>	
Name/DBA:	
Street/PO Box:	City:
Email address:	

*\*Please note that the submitter will only receive a copy if the LSR is titled correctly.*

**Who should I contact with any questions regarding LSR's or Expert Witnesses?**

[Litigation.services@lopdnm.us](mailto:Litigation.services@lopdnm.us)