

State of Montana
Office of the State Public Defender
REQUEST FOR PRE-APPROVAL OF CLIENT COSTS

All client costs (including travel) exceeding \$200 per task in each case must be pre-approved by submitting this request form to the appropriate person as follows:

- The Regional Deputy Public Defender in cases assigned to an FTE, or a non-conflict case assigned to a contract attorney
- The Major Crime Unit Manager in MCU cases
- The Conflict Coordinator in cases assigned to a conflict attorney, whether FTE or contract
- The Chief Appellate Defender in appellate cases

Note: Mental health and investigative services require a different form specific to those services.

Requesting Attorney's Name	Date
Case Name	OPD Case ID Number
Task Provider's Name	Region Case Originated
Requested Pre-Approval Amount for Task	Requested Pre-Approval Amount for Travel (time & miles)

*Note: travel reimbursement is paid at the **current state rate** for mileage, lodging and per diem.*

The requesting attorney is responsible for keeping the pre-approved costs within the pre-approved amount. If costs are anticipated to exceed the pre-approved amount, the task must be resubmitted for approval of a supplemental amount on a new form prior to incurring any additional costs. It is imperative for the requesting attorney to monitor costs expended to date so as not to delay the supplemental process.

Short Justification for Task and Cost: _____

Requesting Attorney Signature Date

The Requesting Attorney must complete and forward this form to the appropriate person for approval (see above).

Authorized Signature Approve Deny Date

NOTE: Regional Deputy Public Defenders or the MCU Manager will forward approved requests for amounts exceeding their expenditure authority to Central Services for final approval.

For Central Services Use Only

Approve Deny

Authorized Signature Date