

**REQUEST FOR OUTSIDE COUNSEL
APPROVAL FORM**

To be filled out by the department requesting counsel.

UNM/UNMH Department responsible for payment?

Index to be charged?

Name of Law Firm requested to be engaged:

Name of individual lawyers staffing the engagement:

Partner Associate

Partner Associate

Partner Associate

Partner Associate

Reason why outside counsel is needed for this engagement:

Litigation Legal Expertise Workload Conflict of Interest

Provide precise Scope of Work performed by Outside Counsel, including agreed-upon Budget. If circumstances preclude providing budget at this time, please explain these circumstances. Please attach sheet(s), as needed.

Name of Dean/Director seeking to engage outside counsel:

Signature of Dean/Director

Date

To be filled out by Office of University Counsel.

If this is a litigation/arbitration matter, have you communicated/negotiated:

- Need to have a detailed, written litigation plan?
- A budget for discovery? If so, how much?
- A budget for motion practice? If so, how much?
- A budget to take the matter to trial? If so, how much?
- Need to have monthly status reports?

APPROVAL/DISAPPROVAL:

University Counsel: Approve Disapprove

Signature of University Counsel

Date

APPROVAL/DISAPPROVAL:

President: Approve Disapprove

Signature of University President

Date