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