

## Request for Outside Counsel Approval Form

To be filled out by department requesting counsel:

Name of Dean/Director of department seeking to engage outside counsel:

UNM/UNMH Department responsible for payment?

Index to be charged?

Description of matter as to which law firm is to be engaged:

Name of Law Firm requested to be engaged:

Signature of Dean/Director

Date

Name of individual lawyers staffing the engagement:

Partner

Associate

Partner

Associate

Partner

Associate

Partner

Associate

What budget has been negotiated with the proposed counsel for this engagement?

Reason why outside counsel is needed for this engagement:

Litigation

Legal Expertise

Workload

Conflict of Interest

Precise scope of work to be performed by outside counsel:

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?

Need to have monthly status reports?

A budget for motion practice? If so, how much?

A budget to take the matter to trial? If so, how much?

**RECOMMENDATION:**

Section Lead:  Approve  Disapprove

Signature of Section Lead

Date

**APPROVAL/DISAPPROVAL:**

University Counsel:  Approve  Disapprove

Signature of University Counsel

Date

**APPROVAL/DISAPPROVAL:**

President:  Approve  Disapprove

Signature of President

Date