

State of Montana
Office of the State Public Defender

SUPPLEMENTAL REQUEST

FOR PRE-APPROVAL OF CLIENT COSTS

The assigned 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 this 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.

Date

Task Provider's Name

Requesting Attorney's Name

Case Name

OPD Case ID Number

Original Pre-Approved Amount (attach copy of pre-approval form) _____

Amount of Supplemental Request for Additional Work _____

Amount of Supplemental Request for Travel _____

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

Revised Total Amount Requested for Pre-Approval _____

Justification for supplemental request: _____

Requesting Attorney Signature

Date

The Requesting Attorney must complete and forward this form to the appropriate person for approval:

- 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

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