UNITED STATES ATTORNEYS

Request, Authorization, and Order for Services of Expert Witness, Litigative Consultant, or ADR Neutral

Contract/Purchase Order No.:	Date:

Part I – Request for Services

1. Requesting Official (Name & Title)	2. Signature of Requesting Official	3. Point of Contact (Name and Tel.) **Telephone:**	4. Date of Request
5. Preparer (Name & Tel.)	6. Originating Office (Name & Address) ████████	7. Case Name, Court & Ct. Docket No.	8. DJ File No./USAO No.
9. Contractor (Name and Tel.) **Telephone:**	10. Contractor Mailing Address	11. Contractor TIN or SSN (individual)	12. Contractor Specialty

13. Reason for Request (Place an "X" in the applicable Box in the Left Column)

	13.a. Expert Testimony on Behalf of U.S.
	13.b. Deposition Conducted by DOJ Attorney
	13.c. Medical Examination of Plaintiff/Witness/Defendant in Contemplation of Testimony on Behalf of U.S.
	13.d. Examination Under 18 USC 4241, Mental Competency to Stand Trial Only
	13.e. Dual Purpose Psychiatric Examination (Time of Offense and Competency to Stand Trial) on the motion of:
	13.f. ADR Neutral Services
	13.g. Litigative Consultant Services
	13.h. Other (explain below):

Attach the Statement of Work to this Form

14. Negotiated Contractor Rates, Estimated Expenses, and Performance Dates *(Note: Expenses incurred must be supported by receipts)*

Service/Expense	Performance Dates (From-To)	Hour/Day	Quantity	Rate	Total
14.a. Examine Case	-	Hour			$ 0.00
14.b. Prepare Testimony	-	Hour			$ 0.00
14.c. Court Testimony	-	Hour			$ 0.00
14.d. Deposition	-	Hour			$ 0.00
14.e. Litigative Consultant/Neutral	-	Hour			$ 0.00
14.f. Per Diem (if not part of fee)		Day			$ 0.00
14.g. Privately Owned Vehicle (NTE coach rate)		Mile			$ 0.00
14.h. Common Carrier Transportation Via GTA					
14.i. Common Carrier Transportation Reimbursed					
14.j. Miscellaneous					
14.k. Total Estimated Expenses					$ 0.00

15. Submit Invoices & EFT Information to:	16. Payment will be made by: (Place an "X" in the applicable Box and fill-in if not JMD/Finance)
U.S. Attorney's Office, SDNY **Budget & Fiscal Unit** ████████ or email: ████████	[X] Box 15