

PERMANENT MEMORANDUM 72  
OBTAINING LEGAL SERVICES



## V. REQUESTS FOR LEGAL SERVICES

- A. All requests for legal services related to any official business of the University shall be made to the Office of General Counsel. The Office of General Counsel will promptly respond to such requests and will determine whether the matter can be handled more effectively by in-house attorneys or by outside counsel.
- B. Only the Office of General Counsel is authorized to retain outside counsel on behalf of the University. All work by outside counsel shall be performed pursuant to a written contract for legal services between the Office of General Counsel and outside counsel.
- C. If the Office of General Counsel determines that outside counsel should be retained, the University unit will be required to submit a Request for Outside Counsel form ("Request"). The current version of the form is available on the webpage of the Office of General Counsel or can be obtained from the Office of General Counsel. At a minimum, any Request must contain the following information:
  - 1. The University unit for which outside counsel is sought and to which the fees and expenses for outside counsel will be charged;
  - 2. The designation of an individual within the University unit for communications with the Office of General Counsel and outside counsel;
  - 3. A description of the matter for which the Request is being made;
  - 4. The name of the requested attorney or law firm, if any, to serve as outside counsel; and
  - 5. Authorization by the Vice President, Dean or other equivalent University official authorized to financially bind the University unit requesting legal services.
- D. Although a University unit may suggest a specific attorney or law firm based on prior work or familiarity with the matter, the decision regarding retention of outside counsel will be made by the Office of General Counsel. The appointment of outside counsel may require the approval of the Attorney General in advance of any work.
- E. When the Office of General Counsel retains outside counsel, an attorney from the Office of General Counsel will be assigned to monitor the representation and to participate to the extent necessary to ensure proper representation of the University. The Office of General Counsel will determine the scope of outside counsel representation and will work collaboratively with outside counsel. Unless otherwise approved by the Office of General Counsel, all communications from outside counsel with University employees must be through or jointly with the Office of General Counsel. When outside counsel has been given permission to communicate directly with a University employee in a specific matter, the assigned Office of General Counsel attorney must be copied on all emails and correspondence. Periodic updates must be provided to the Office of General Counsel for all pending legal matters.

## VI. INVOICING BY OUTSIDE COUNSEL

- A. Once appointed, outside counsel are required to submit invoices on a monthly basis for services and expenses directly to the Office of General Counsel for approval. Invoices must be accompanied by an affidavit verifying the hours worked and work performed pursuant to La. R.S. 3Tj EMCr lss otursuant .0 -1.1jl.

exceeded, tasks are appropriate and hourly rates are accurate. After review, the invoices will be sent to the appropriate University unit for payment. Any discrepancies or issues identified by the University unit should be brought to the attention of the Office of General Counsel.

C. All invoices and time entries must comply with the guidelines in Appendix I.