

Part III Chapter 13
Procedure for Selection of Counsel and Litigation Consultants
by the Office of General Counsel

- A. General.** This procedure may be used by agencies to procure the services of attorneys and litigation consultants through appointment by the Office of General Counsel.
- B. Agency Procedures.**
- 1. Agency.**
 - a. Determines need for legal services or litigation consultant services.
 - b. Estimates costs and obtains internal agency approval.
 - c. Prepares Request for Appointment of Legal Counsel/Litigation Consultant form and submits to the Office of General Counsel. If the agency needs the selected legal counsel/litigation consultant to begin work upon appointment (and prior to full execution of the contract), seeks authorization from the Office of General Counsel.
 - 2. Office of General Counsel.**
 - a. Reviews submitted Request for Appointment of Legal Counsel/Litigation Consultant.
 - b. Selects counsel/litigation consultant.
 - c. Establishes compensation.
 - d. Authorizes agency chief counsel to permit legal counsel/litigation consultant to commence work immediately upon appointment.
 - 3. Agency.**
 - a. Determines that the law firm/consultant is responsible in accordance with Management Directive 215.9, Contractor Responsibility Program, Amended. The date of determination should be recorded for future reference.
 - b. Prepares the contract using the template specified by the Office of General Counsel.
 - c. Obtains internal approvals of contract.
 - d. Sends the contract to selected law firm/litigation consultant for signature.
 - e. If the Office of General Counsel has authorized, the agency chief counsel shall permit the selected legal counsel/litigation consultant to commence work immediately upon appointment (before full execution

