March 11, 2015

NAME

ADDRESS

ADDRESS

RE: XX CRS XXXX

Dear NAME:

Thank you for agreeing to work as an expert in the case State v. DEFENDANT.

I am requesting that you perform [generic description of the type of work requested, including the type of mental health evaluation requested, if appropriate].

As I am sure you are aware, all work you do in this matter and all information you receive about this case is confidential and privileged pursuant to the attorney-client and work-product privileges. These privileges cover all oral discussions and written communications between us. Consequently, if prosecutors, law enforcement personnel, or investigators working for the State contact you regarding this case, you may not assist them. Nor may you reveal that the reason you cannot assist them is that you are working for me, as that information is privileged as well. If you are contacted about this case by anyone outside my office, please inform me and do not rely on the representations of anyone who claims that they are permitted to discuss this case with you. This obligation of confidentiality does not conclude upon the resolution of this case in court. Thus, absent my express authorization, you may not ever reveal your work in this case, including during discussions at conferences or other professional gatherings. Of course, should you become a witness in the case, your name would be disclosed to the State. If at that point you are contacted by the State, please refer the request to me without discussing the merits of the case as there may be limits to the topics about which they are permitted to question you.

I have obtained an authorization for your work [from the Court or from IDS if this is a potentially capital case] and am enclosing a copy of that authorization. You should keep track of all hours worked on this case and any expenses incurred and prepare an invoice as directed on the IDS website. You must ensure that your work and expenses in this case do not exceed the amount authorized. If you are approaching the maximum amount authorized and feel that you need an additional authorization to complete work on this case, you must contact me before you exceed the authorization. Any work that exceeds the authorization will not be compensated. The relevant [Expert Fee and Expense Policies](http://www.ncids.org/Expert/Policies_Procedures.html?c=Information%20for%20Experts,%20Policies%20And%20Procedures) and [Forms](http://www.ncids.org/Expert/FormsApps.html?c=Information%20for%20Experts,%20Forms%20And%20Applications) are linked and are available on the IDS website (www.ncids.org).

During the course of your work on this case I will be providing to you copies of reports or other case-related documents for your review. If there are additional materials that you need access to in order to form an opinion, please let me know specifically what items you need.

Please contact me when you have completed your evaluation to schedule a time to discuss your expert opinion. Please do not draft a report prior to discussing your findings with me. If a written report is needed, I will ask you to prepare a written report and will give you a deadline. A timely and complete report must be prepared if requested. If your testimony at a hearing or at trial is needed, I will inform you of the date when your testimony is needed. It is essential that you make yourself available if testimony is needed. If you know of any potential conflict dates, let me know as soon as possible. I will try to keep you informed of important case developments, such as resolution of the case. Please contact me at any time if you have questions about the status of the case.

Please do not hesitate to contact me for any reason. I look forward to working with you in this matter.

Sincerely,

NAME

Attorney for DEFENDANT