

Expert Witnesses

The OCR staff attorney liaison must **pre-approve** any payment for expert witnesses. Attorney must obtain pre-approval from the OCR [staff attorney liaison](#) before engaging the expert by sending an email detailing the request and why it is necessary. Once the expert is approved, the Attorney must send the expert the [Billing Form and Guidelines for Experts](#) available on the OCR website Attorney Center under *Billing > Common Billing Forms*.

Please view the Expert Witness section of the most up-to-date billing manual for more detail:
<https://coloradochildrep.org/wp-content/uploads/2022/01/OCR-Billing-Policies-and-Procedures.pdf>

Tips for Requesting Approval from your staff attorney liaison

1. When making a request to your staff attorney liaison, please include in the email:
 - Case number.
 - Upcoming hearing type and hearing date for when the expert will potentially be used.
 - Explanation of why expert testimony is needed (versus testimony from a lay witness) specific to the facts of the case. Be specific to the issue related to the expert testimony but concise (1-2 paragraphs).
 - Number of trial prep hours anticipated, and number of testimony hours anticipated.
 - Whether travel fees are needed.
2. The OCR does not pay for services, treatment or evaluations that are the responsibility of the county department of human services or other parties.
3. Request an expert as early as possible before they are needed.
4. Be sure to send Brandy Lombardi the OCR approval email from your staff attorney liaison.

Billing Guidelines for Experts

When directing the expert to send information to OCR for payment, please see OCR's policy and request form: <https://www.coloradochildrep.org/wp-content/uploads/2017/03/Billing-Form-and-Guidelines-for-Experts-March-2017.pdf>. Having the expert follow these guidelines will streamline the request.

Expert should be sure to include:

- Case Number
- Name of the GAL
- W-9