All work performed must be approved through an LSR prior to the services being rendered and billed for.

Invoices received for which there is no LSR cannot be paid until an approved LSR in place.

For Litigation Services to process an invoice, all invoice packets must contain the following forms and information:

1. Item 1 of packet - **Litigation Services Invoice** (aka Coversheet) (attached to this email):
	1. Legal name or business name
	2. Billing address
	3. Invoice number (this number is created by you, the expert vendor). Note: our accounting system will not accept a duplicate invoice number.
	4. Invoice date
	5. Supplier ID (if you are unsure of your number you may email litigation.services@lopdnm.us to obtain it).
	6. Client name
	7. Dates of service
	8. One line per client of Total amount invoiced - must be the same amount invoiced as listed on Item 2 (discussed below)
	9. Grand total invoice amount - will be the same as above unless multiple clients are listed in the same coversheet.
	10. Of note, you may submit invoices for more than one client on the Litigation Services Invoice (Coversheet); each client’s individual invoice will need all the applicable items listed below and all the individual invoices submitted must all total to the correct amount on the coversheet.
2. Item 2 of packet - **Itemized Statement** (separate document created by contractor):
	1. **Flat rate** billing: if you are invoicing at a flat rate (as agreed upon in your contract), please include the approved Litigation Service Request (LSR) flat rate amount on your invoice as well as the type of service, dates of services, client name, and case number. *Please only bill for flat rate services once all services at that rate have been performed.*
	2. b. **Hourly rate** billing: if you are invoicing at an hourly rate (as agreed upon in your contract), please provide:
		1. i. Dates of service and types of service provided with start and end times (for example: 10/1/2021 9:00am to 1:00pm). Please document your exact start and end times, but round the billed hours to the nearest 15 minutes (for example: 10:06am to 11:47am would be rounded to 1.75 hours billed).
		2. ii. If approved for per diem and travel hours, please include start and end times, rounded to the nearest 15 minutes, for each date of travel (*tax should not be charged on travel time and per diem*).
		3. iii. If approved for mileage, please include vehicle make and model, license plate number, odometer readings starting from original destination and ending at the final destination at .32 cents per mile, location traveling to and from, vehicle make and model, and vehicle license plate number (*tax should not be charged on mileage*).
		4. If you are approved on your LSR to serve subpoenas, please list how many subpoenas were served, client name(s), and date served. If the subpoenas were not pre-approved on an LSR, Litigation Services will be unable to pay for those subpoenas served.
		5. v. Include tax rate subtotal (if applicable) and grand total.
		6. vi. Please sign and date the bottom of the invoice.
3. Item 3 of packet - **Original Receipts** (if applicable):
	1. Meal expenses, airfare, mileage, rental car, parking fees, hotels, and all other approved travel costs and per diem line items require original receipts with itemized expenses. Please note, are unable to accept and reimburse for receipts that list alcohol.
4. 4. Item 4 of packet – **Attorney Approval**:
	1. The Itemized Statement must include the attorney’s approval via signature. We will also accept a copy of the emailed approval of the invoice from the attorney. The email must reflect invoice number, invoice date, client name, case number, and the amount to be paid.
	2. *\*\*Of note, the attorney on the case is not responsible for submitting the approved invoice to Litigation Services. Once you receive attorney approval, please send the completed invoice packet to Litigation Services as soon as is possible for processing.\*\**

Please submit all invoices by email to Litigation.Services@lopdnm.us or by mail to 301 North Guadalupe Street, Suite 200 Santa Fe, NM 87501.

If you or your business has a change in address, legal business name, banking information, or any other change that could impact timely receipt of payment, please email Litigation.Services@lopdnm.us so we may assist in updating your information!

Please also note that the state’s fiscal year runs from July 1 to June 30 every year – Litigation Services will send reminders and timelines towards the end of the fiscal year to submit invoices for all work performed in that period to be submitted for processing. Invoices submitted after the deadlines can be significantly delayed in payment as the state’s Department of Finance and Administration will not start processing prior-year invoices until a few months after the start of the new fiscal year.

Please always feel free to email litigation.services@lopdnm.us with questions at any time.