

PUBLIC DEFENDER REQUESTS FOR SPECIAL TRAINING

IDS Policy:

If a State-employed defense attorney wants to attend a continuing legal education (“CLE”) program that is sponsored by some group other than the Office of Indigent Defense Services (“IDS”) and the School of Government, he or she must obtain prior approval from the IDS Director. To request prior approval, the attorney should complete form AOC-A-182 (Request for Special Travel and Training) and submit that form to Susan Brooks, IDS Public Defender Administrator, by mail or facsimile. (Do not submit the form to AOC as stated in the instructions.) If the requested training is approved, the IDS Director will sign form A-182 and a copy of the fully executed form will be returned via e-mail or facsimile to the attorney making the request.

Once permission has been granted, the attorney may ask IDS to prepay the registration fee directly if the request is submitted at least two (2) weeks prior to the event. Otherwise, the attorney may register, pay the registration fee, and seek reimbursement for the costs of registration and any associated travel costs after the program has concluded.

To seek reimbursement of travel expenses, including mileage and necessary lodging, after the program is complete, the attorney should complete form AOC-A-25 (Reimbursement of Travel and Other Expenses), and submit that form, the signed form A-182, a copy of the agenda for the program, and all required receipts to IDS Financial Services. If the attorney has prepaid registration and is seeking reimbursement for registration fees, the attorney should claim that expense in the “Other Expenses” section of form A-25 and attach the registration receipt. The form should be mailed to IDS Financial Services at the following address:

Patty Barbour
IDS Financial Services
P.O. Box 2448
Raleigh, NC 27602

If a State-employed defense attorney is attending a one-day CLE program that is sponsored by the North Carolina Advocates for Justice (“NCAJ”) and the attorney is filling one of the 40 training slots for which there will be no direct registration charge to the attorney pursuant to the training agreement between IDS and NCAJ, the attorney does not need to complete form A-182. Instead, the attorney should simply register for the program with NCAJ, and then submit form A-25 to Financial Services to claim any associated necessary expenditures. IDS will notify attorneys when the slots are nearly depleted that they will need to begin submitting form A-182 for NCAJ training programs.

All questions about prior approval for training should be directed to Susan Brooks. Questions about payment for registration fees should be directed to Elisa Wolper, IDS Chief Financial Officer, or to Patty Barbour.

Policy effective December 2004; updated February 2007, May 2007, October 2010, and November 2011.