

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 the IDS Office by mail or facsimile. If the requested training is approved, the IDS Director will sign form A-182 and return it to the attorney making the request.

To seek reimbursement of expenses 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 receipts to 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 Academy of Trial Lawyers (“NCATL”), and there will be no direct charge to the attorney pursuant to the training agreement between IDS and NCATL, the attorney does not need to complete form A-182. Instead, the attorney should simply register for the program with NCATL, and then submit form A-25 to Financial Services to claim any associated necessary expenditures.

Policy effective December 2004; updated February 2007 and May 2007.