

**COMMISSION ON LEGAL COUNSEL FOR INDIGENTS**  
**POLICY ON**  
**APPROVAL OF BILLS**

Bills shall be approved by the Director, Deputy Director, or the Supervising or Lead Attorney, prior to the bills being authorized for payment by the Administrative Officer/Assistant in the Valley City office. This approval shall be in writing and dated, when possible, by the Director, Deputy Director, or Supervising or Lead Attorney; however, this approval may be oral in times of emergency when written approval is not feasible. Oral approval shall be so noted on the bill prior to being authorized for payment by the Administrative Officer/Assistant.