

## **Attorney Certification**

\*Please provide a signed certification (as shown below) when submitting invoices:

“I verify that the invoice is correct and complete and that: (1) the legal services being billed for were performed and were reasonable and either necessary or advisable; (2) the legal service being billed for were within the term and scope of services of the Outside Counsel Contract; (3) the legal billing rates are the same as those set in the Outside Counsel Contract; any expense that requires the agency’s pre-approval was in fact pre-approved; and the total amount of the invoice, along with all prior payments made to Outside Counsel under the Outside Counsel Contract, do not exceed the maximum liability amount set in the Outside Counsel Contract.”

***\*This does not pertain to exempt matters (Ex. IP or other matters not requiring OAG approval).***