

**Guidelines for
Muscogee (Creek) Nation District Court Appointment
of Public Defender, Conflict and Guardian ad Litem Attorneys**

The following guidelines will apply to those members of the Bar who wish to receive Court Appointments as a Public Defender pursuant to NCA 12-033 subch. 3, §2-303 to represent criminal defendants, children, mothers, fathers, custodial relatives and others in need of counsel.

The attorney must be admitted to the MCN Bar, submit a letter of request to be added to the Public Defender list, and state what type of cases they will accept (criminal, juvenile, GAL) to the following:

Muscogee (Creek) Nation District Court
P.O. Box 652
Okmulgee, OK 74447

or by email: dbeaver@mcndistrictcourt.com

Billing rate:

Attorneys rate shall be \$125.00 hour. Time to and from court dates will be based on attorney's office being within the Muscogee Nation, not to exceed 45 minutes each way.

Expenses:

1. Mileage will be reimbursed for mileage to visit clients / home investigations on the basis of attorney's office being within the Creek Nation .
2. No office expenses will be reimbursed.

W-9's and all required tax documentation must be filed before invoices can be processed.

Billing must be done in 1/10 hour increments. Exceptions will be considered on case by case basis, but in no instance shall the increment be in excess of 1/4 hour.

Invoices must be submitted monthly, and no later than the 15th of each month.

All invoices will be submitted to the MCN clerk's office for court approval, and will be processed and paid through the MCN Office of Finance.

The appointed attorney shall make prompt initial contact with the client. Contact with an incarcerated client shall be within seventy-two (72) hours after receiving notice of appointment.

If after appointment the attorney determines that a conflict of interest exists that prevents the attorney from further representing the client, the attorney shall promptly notify the Court, file appropriate motions to withdraw and assist in transferring any case materials to a subsequently appointed attorney.

The Court reserves the right to amend these guidelines for future appointments to address Client, Bar members, Court, budgetary, unique specific case requirements or other concerns or issues.