

**Committee for Public Counsel Services
Children and Family Law Division**

44 Bromfield Street, Boston, MA 02108
(617) 482-6212

REQUEST FOR OUT-OF-STATE TRAVEL APPROVAL

INSTRUCTIONS:

Trial Panel Attorneys:

- Please fill-out this form completely for travel exceeding 300 miles round trip.
- Email this completed request to CAFLAttorney@publiccounsel.net.

Appellate Panel Attorneys: *You do not need to use this form.*

- Please email Andrew Cohen (acohen@publiccounsel.net) directly to request permission for out-of-state travel. Your email should include (a) the client name, (b) the NAC number, (c) the docket number(s), (d) the departure and arrival towns, (e) the distance, (f) the date(s) of travel, and (g) the reason for the travel

Name:

Address:

Phone:

Email:

Client(s) Name(s):

Client(s): Parent Guardian Child(ren) [age(s)]

Court:

NAC #

Docket #:

Mode of Transit:

Approx. Mileage (if driving):

Date(s) of Travel:

Status of Case:

Date of Last In-Person Contact:

Departing From:

Address:

City/Town:

State:

Country:

Arriving At:

Address:

City/Town:

State:

Country:

***Committee for Public Counsel Services
Children and Family Law Division***

*44 Bromfield Street, Boston, MA 02108
(617) 482-6212*

Please describe the need for this travel:

Anticipated expenses:

FOR INTERNAL USE ONLY

DATE RECEIVED:

GRANTED:

DENIED:

DATE PROCESSED:

PROCESSED BY: