

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

75 Federal Street, 6th Floor, Boston, MA 02110
(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 Client Contact: _____

Departing From:

Address: _____

City/Town: _____ State: _____ Country: _____

Arriving At:

Address: _____

City/Town: _____ State: _____ Country: _____

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Please describe the need for this travel:

Anticipated expenses:

PERMISSION:

GRANTED DENIED

By: _____
CAFL Staff Attorney