



# Contra Costa County Office of The Public Defender

800 Ferry Street  
Martinez, California  
94553-1626  
925-335-8000

David C. Coleman  
Public Defender

The purpose of this letter is to confirm our agreement that you will perform agreed upon forensic services in the above-referenced case.

As per our discussions, your fee will be \_\_\_\_\_ per \_\_\_\_\_, including approved and ordinary expenses. Your total billing should not exceed \_\_\_\_\_, the amount that has been approved by the Department. Should you believe your billing may exceed this amount, you should contact me immediately so that I can seek additional funding approval.

California law provides that your work in this case is governed by certain confidentiality obligations. This letter will not seek to mention all such obligations, but the most important are:

[1] All information about this case from the moment I first speak to you is completely confidential. That is, unless you become a witness in this case (and unless I inform you differently, you are not one), you are my consultant and your work is within the privacy guarantees of the attorney-client privilege and the work product privilege.

[2] You may not speak with anyone known to you to be associated with law enforcement, including staff of the District Attorney's office, regarding whether you are consulting or assisting on this case. If you are asked about this, you should report that inquiry to me. However, if you are told by me that you have been identified as a witness for the defense who will testify, you may speak, if you choose to do so, to opposing counsel of a representative.

[3] These confidentiality obligations apply to any person with whom you contract or any person you employ as much as they apply to you. Further, the obligations continue after the case has resolved in the courts. Finally, you should not discuss this case with friends or professional colleagues unless you request permission to do so.

[4] Should you deem it necessary to consult with other experts on this case outside your office, please contact me before-hand. If we agree you may, you should be careful to first make sure they are not working on the case for the prosecution so as to avoid the problems noted in paragraph [2] above

[5] All written communication including e-mail or facsimiles should bear a notation at the top, "Work Product." Also, please take care in addressing mail or e-mail communications to me or our staff.

Thank you for agreeing to be a forensic consultant or expert in this case. At the conclusion you should submit your bill on a County Demand Form with supporting documentation to me and I will forward it to our Department's Account Clerk for processing.

I look forward to working with you on this case.

Sincerely yours,

Deputy Public Defender