## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF TEXAS

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United States District Court Southern District of Texas ENTERED

MAY 112011

David J. Bradley, Clerk of Gourt By Deputy Clerk (Lama and roly

IN THE MATTER OF THE APPROVAL OF THE CRIMINAL JUSTICE ACT PLANS FOR THE CORPUS CHRISTI AND LAREDO DIVISIONS OF THE SOUTHERN DISTRICT OF TEXAS

GENERAL ORDER NO. 2011-05

#### ORDER

The District Judges of the Southern District of Texas approved for adoption the Criminal Justice Act Plans for the Corpus Christi and Laredo Divisions and forwarded same to the Judicial Council of the Fifth Circuit for approval. On May 10, 2011, the Fifth Circuit Judicial Council approved said Criminal Justice Act Plans.

It is, therefore, ORDERED that the attached Criminal Justice Act Plans for the Corpus Christi and Laredo Divisions of the Southern District of Texas, are adopted effective May 10, 2011.

11. ORDERED this <u>11th</u> day of <u>May</u>, 2011. A. p. 74. 74.

RICARDO H. HINOJOSA CHIEF JUDGE

# THE JUDICIAL COUNCIL OF THE FIFTH CIRCUIT

# <u>REVIEWING PANEL --- CRIMINAL JUSTICE ACT PLAN</u>

The division-specific Criminal Justice Act Plans for the Corpus Christi and Laredo Divisions of the Southern District of Texas are approved.

Entered for the Reviewing Panel at New Orleans, Louisiana, this <u>10th</u> day of <u>May</u>, <u>2011</u>.

Gregory A. Nussel

Secretary to the Judicial Council of the Fifth Circuit

The following judges comprised and acted as the Reviewing Panel:

(a) The Judicial Council of the Fifth Circuit:

Edith H. Jones Jerry E. Smith E. Grady Jolly W. Eugene Davis Emilio M. Garza Fortunato P. Benavides Carl E. Stewart Edward C. Prado Priscilla R. Owen Catharina Haynes Eldon E. Fallon James J. Brady Dee D. Drell Sharion Aycock Keith Starrett John H. McBryde Ricardo H. Hinojosa David Folsom Orlando L. Garcia,

(b) United States District Judge:

Ricardo H. Hinojosa () Chief United States District Judge Southern District of Texas

# **APPENDIX** A

## CORPUS CHRISTI PLAN THE COMPOSITION, ADMINISTRATION, AND MANAGEMENT OF THE PANEL OF PRIVATE ATTORNEYS UNDER THE CRIMINAL JUSTICE ACT

## I. COMPOSITION OF PANEL OF PRIVATE ATTORNEYS

## A. CJA PANEL

- 1. <u>Approval.</u> The Court hereby establishes a panel of private attorneys, the CJA Panel, who are eligible and willing to be appointed to provide representation under the Criminal Justice Act. The Court shall approve attorneys for membership on the panel after receiving recommendations from the Panel Selection Committee, established pursuant to paragraph B of this Plan. Members of the CJA Panel shall serve at the pleasure of the Court.
- 2. <u>Size</u>. The CJA Panel shall consist of approximately 100 attorneys. The Court shall review annually and if necessary adjust the size of the Panel. The Panel shall be large enough to provide a sufficient number of experienced attorneys to handle the Criminal Justice Act caseload, yet small enough so that Panel members will have the opportunity to receive an adequate number of appointments to maintain their proficiency in federal criminal defense work, and thereby provide a high quality of representation.
- 3. <u>Eligibility</u>. Attorneys who serve on the CJA Panel must be members in good standing of the federal bar of this district, and have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the United States Sentencing Guidelines.
- 4. <u>Terms</u>. Attorneys admitted as members of the Panel shall normally serve for a term of three years. Thereafter, attorneys must resubmit a new application. Members of the CJA Panel shall serve at the pleasure of the Court.
- 5. <u>Reappointment</u>. A member of the CJA Panel shall be eligible for reappointment to the panel for successive terms following expiration of his or her term, unless otherwise restricted by the Court.
- 6. <u>Application</u>. Application forms for membership on the CJA Panel shall be made available, upon request, by the Clerk of the Court. Completed applications shall be submitted to the Clerk of the Court who will transmit the applications to the chairperson of the Panel Selection Committee.

## B. PANEL SELECTION COMMITTEE

- 1. <u>Membership</u> An appropriate Panel Selection Committee shall be established for each division or combination of Divisions by the Court. The Committee shall consist of one district judge, one or more magistrate judges, one or more attorneys who are members of the CJA Panel, and the Federal Public Defender. The Committee shall select its own chairperson.
- 2. <u>Duties</u>.
  - a. The Panel Selection Committee shall meet quarterly or as needed to consider applications for the vacancies created by the terms expiring each year. The Committee shall review the qualifications of applicants and recommend, for approval by the Court, those applicants best qualified to fill the vacancies.

The Committee shall recruit a broad based representative panel of competent attorneys with criminal trial experience. The primary objective of the Committee shall be to recruit the most qualified attorneys, but the Committee shall actively recruit women and minority members and shall provide a substantial number of attorneys fluent in languages other than English. The Committee may classify Panel members according to level of experience and area of expertise.

At its scheduled meeting, the Committee shall also review the operation and administration of the Panel over the preceding period, and recommend to the Court any changes deemed necessary or appropriate by the Committee regarding the appointment process and Panel management.

b. If, at any time during the course of a year, the number of vacancies due to resignation, removal, or death significantly decreases the size of the Panel, the Committee shall solicit applications for the vacancies, convene a special meeting to review the qualifications of the applicants, and select prospective members for recommendation to the Court for approval. Members approved by the Court to fill midterm vacancies shall serve until the expiration of the term that was vacated, and shall be immediately eligible for reappointment.

## C. CJA TRAINING PANEL

The Panel Selection Committee shall establish a CJA Training Panel, consisting of attorneys who have the experience required for membership on the CJA Panel.

Training Panel members may be assigned, by the Court, to assist members of the CJA Panel in a "second chair" capacity. Training Panel members are not eligible to receive appointments independently, and shall not be eligible to receive compensation for their services in assisting CJA Panel members. Prior service on the CJA Training Panel is not a requirement for membership on the CJA Panel, nor will service on the Training Panel guarantee admission of an attorney to the CJA Panel.

## II. THE APPOINTMENT PROCESS

## A. MAINTENANCE OF LIST AND DISTRIBUTION OF APPOINTMENTS

The Clerk shall maintain the current CJA Panel list and shall furnish a copy to each judge and the Federal Public Defender upon request. The Clerk shall also maintain a public record of appointments of private counsel, and, [when appropriate], statistical data reflecting the proration of appointments between the Federal Public Defender and private attorneys, according to the formula heretofore described.

#### B. METHOD OF APPOINTMENT

Appointments from the list of private attorneys should be made on an impartial basis, subject to the Court's discretion to consider the nature and complexity of the case, and an attorney's experience. This procedure will assist in producing a balanced distribution of appointments among the members of the CJA Panel and providing quality representation for each CJA defendant.

## **III. COMPENSATION - FILING OF VOUCHERS**

Claims for compensation shall be submitted, on the appropriate CJA form, to the office of the Clerk of the Court. The Clerk of the Court shall review the claim form for mathematical and technical accuracy, and for conformity with the <u>Guidelines for Administering the CJA</u> and <u>Related Statues</u> (Volume VII, Part A, Guide to Judiciary Policies and Procedures) and, if correct, shall forward the claim form for the consideration and action of the presiding judge or magistrate. (See Appendix B).

# **APPENDIX B**

# **GENERAL INFORMATION FOR VOUCHER SUBMISSION**

#### A. GENERAL

All vouchers must have worksheets itemizing the dates services were rendered, a description of the legal services rendered in representation of the client, and the time expended in rendering the legal services.

Expenses must be itemized and documented.

In an extended or complex case, vouchers must be submitted monthly.

#### B. ALLOWABLE EXPENSES - COURT APPOINTED COUNSEL (CJA FORM 20)

Out of pocket expenses reasonably incurred may be claimed on the CJA 20 voucher, and must be itemized and reasonably documented. Expenses for investigations or other services under subsection (e) of the Act are not out of pocket expenses. Thus, such expenses should not be claimed on the CJA 20 voucher. A CJA 21 voucher Authorization and Voucher for Expert or Other Services should be filed by the investigator or other expert. Out of pocket expenses may include:

## 1. <u>Travel Expenses</u>

- (a) Travel by a privately owned automobile should be claimed at the rate prescribed for federal judiciary employees who use a private automobile for conducting official business, plus parking fees, ferry fees, and bridge, road and tunnel tolls. Other means of transportation should be claimed on an actual expense basis. (Local toll fees are not recoverable.)
- (b) Costs for traveling from an attorney's office/duty station and the courthouse will not be reimbursed.
- (c) Travel time shall not be charged as an expense except where travel is away from the duty station where the courthouse is located.
- (d) Counsel's expenses for meals and lodgings incurred in the representation of the defendant constitute reimbursable out of pocket expenses.
- (e) In determining whether actual expenses incurred are "reasonable," counsel should be guided by the prevailing limitations placed upon travel and

subsistence expenses of federal judiciary employees in accordance with existing government travel regulations.

- 2. Hourly Rates for Appointed Trial Attorneys
  - (a) The current hourly rate is \$125 for in Court appearances and out-of-Court labor. Where the hourly rate changes in the midst of an appointment, appropriate adjustments will be recognized. With the exception of capital cases, case compensation maximums are also established by statute and will be recognized in all cases unless a case becomes extended or complex. Ultimate approval in such cases is made by the Chief Judge of the Fifth Circuit or her/his designee.
  - (b) All claims for compensation in excess of statutory case limitation requires both, the voucher and a detailed memorandum supporting and justifying counsel's claim. The memorandum should state that representation was provided in a complex or extended case and that the excess payment is necessary to provide fair compensation. Ultimate approval in such cases is made by the Chief Judge of the Fifth Circuit or her/his designee.
  - (c) Fees and Expenses In Capital Cases.—Compensation shall be paid to attorneys appointed under this subsection at a rate of not more than \$178, per hour for in-court and out-of-court time. Fees and expenses paid for investigative, expert, and other reasonably necessary services that are authorized, shall not exceed \$7,500 in any case, unless payment in excess of that limit is certified by the court. Amounts in excess shall first be approved by chief judge of the circuit or circuit designee. The Fifth Circuit's Special Procedures for Reviewing Attorney Compensation Requests in Death Penalty Cases and the limits on fees and expenses are on court's website.

#### 3. Compensation Limits for Investigative, Expert and "Other" Services (CJA 21 Form)

- (a) With Prior Authorization \$2,400 (per organization or individual, exclusive of reimbursement for expenses reasonably incurred, per individual authorization to perform said service.)
- (b) Without Prior Authorization \$800 (Subsection (e)(2)(A) of the Act authorizes the obtaining of investigative, expert and other services without prior authorization but subject to subsequent review, providing the cost of services obtained does not exceed \$800 plus expenses reasonably incurred.

## 4. <u>Photocopying</u>

Actual costs not to exceed \$.25 per page will be paid if a copy of the bill is submitted. For in-house copying, actual costs not to exceed \$.15 per page will be paid. The costs of other forms reproduction will not be reimbursable.

#### 5. <u>Courier Service and Other Special Arrangements</u>

For delivery of items that could be mailed or e-filed, expenses will be reimbursed only if normal mail service or e-filing is unavailable or inadvisable. In nonemergency cases, routine documents such as briefs and motions should be prepared early enough to permit use of the mail.

#### 6. Law Students

Use of qualified law students to assist assigned counsel in trial preparation and in drafting briefs and arguments on appeal may be appropriate. Payment under the CJA in such instances may be made to assigned counsel only for compensable time spent by counsel plus allowable expenses. Allowable expenses for the attorney may include compensation paid to law students for legal research, but does not include reimbursement for expenses otherwise incurred by a law student. Use form CJA-21 or CJA-31 and treat as a paralegal expense.

#### 7. <u>Legal Research</u>

- (a) Hours claimed for legal research and writing must identify the issue or issues that were the subject matter of the research;
- (b) In extended or complex cases, the hours claimed for legal research and writing must identify the issue or issues that were the subject matter of the research and the docket number of the relevant pleadings; and
- (c) A copy of the bill for the use of equipment for computer assisted legal research must be attached to the compensation voucher.

#### 8. <u>Other Expenses</u>

Other expenses include items such as telephone calls, express delivery, copying (except printing), postage and photographs. "Other" expenses in excess of \$50.00 must be substantiated by proof of payment, i.e., receipts, canceled checks, and invoices.

Any invoice or bill for an expert or the services of any third party for which a party/attorney seeks reimbursement must be attached to the appropriate form CJA-21. The Court expects any such expense to be approved in advance.

## FORM APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL

۵	CJA 20 APPOINTMENT OF A	ND AUTHORITY TO PAY COUR	AT-APPOINTED COUNS	EL (Rev. 1	2/03)			
1. (	CIR./DIST./ DIV. CODE	2. PERSON REPRESENTED				VOUCHER NUME	BER	
3.1	MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF	. NUMBER	5. APP	EALS DKT./DEF	. NUMBER	6. OTHER DKT. N	NUMBER
7.1	IN CASE/MATTER OF (Case N	(ame) 8. PAYMENT CAT Felony Misdemeanor Appeal	EGORY	□ Ad □ Juy	E PERSON REP ult Defendant venile Defendan ner	RESENTED Appellant t Appellee	10. REPRESENTA (See Instructio	
11.	OFFENSE(S) CHARGED (Cite	e U.S. Code, Title & Section) If me	ore than one offense, list (	(up to five)	major offenses c	harged, according to .	severity of offense.	
12.	ATTORNEY'S NAME <i>(First N</i> AND MAILING ADDRESS	Name, M.I., Last Name, including a	ıny suffix),	□ O □ F □ P Prior At	URT ORDER Appointing Co Subs For Fede Subs For Pane torney's pintment Dates:	ral Defender I Attorney	□ C Co-Couns □ R Subs For I □ Y Standby C	Retained Attorney
14.	Telephone Number :	RESS OF LAW FIRM (Only provid	de per instructions)	Bee satisfied wish to name ap	cause the above-n this Court that h waive counsel, ar	amed person represen e or she (1) is financia nd because the interest is appointed to represe	lly unable to employ s of justice so require	
				Repaym	Date of		Nunc	e Court Pro Tunc Date d for this service at time
				appointi	nent.	YES NO	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
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15.	a. Arraignment and/or Plea							
	b. Bail and Detention Hearing	gs						
	c. Motion Hearings							
	d. Trial							_
	e. Sentencing Hearings							
	f. Revocation Hearings							
	In Appeals Court							
	h. Other (Specify on addition	,						-
	(RATE PER HOUR = \$	) TOTALS:						
16.	a. Interviews and Conference			_				
	b. Obtaining and reviewing re							-
	<ul> <li>c. Legal research and brief with</li> <li>d. Travel time</li> </ul>	riting						
		rk (Specify on additional sheets)						
	(RATE PER HOUR = \$	) TOTALS:						
17.	Travel Expenses (lodging, par	1						
18.	Other Expenses (other than ex							
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28.	SIGNATURE OF THE PRESID	DING JUDGE			DATE		28a. JUDGE COD	Е
29.	IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSE	ES	32. OTHER EX	PENSES	33. TOTAL AMT.	APPROVED
34.	SIGNATURE OF CHIEF JUDO in excess of the statutory thresh	GE, COURT OF APPEALS (OR D old amount.	ELEGATE) Payment appr	roved	DATE		34a. JUDGE COD	E

1. CIR./DIST./ DIV. CODE	2. PERSO	ON REPRESENTED			VOUCHER NUMI	BER	
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12. ATTORNEY'S STATEMENT		REQUEST AND AUTHORIZ	LATION F	OR EXPER	I SERVICES		
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Signature of Attorney					Date		
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3. DESCRIPTION OF AND JUST	IFICATION	FOR SERVICES (See Instructions)			F SERVICE PROVI	DER	
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Signature of Presiding Judge or By	Order of the	Court			emist/Toxicologist llistics		23 Duplication Services (See Instructions)
Date of Order Repayment or partial repayment or	dered from th	Nunc Pro Tunc Date e person represented for this service at time of	authorization	13 🔲 W			24 🔲 Other (Specify)
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Signature of Chie	f Indoe Ca	ourt of Appeals (or Delegate)		Date			Judge Code

SCJA 24 AUTHORIZATION AND VOUCH	CHER FOR PAYMENT OF TRANSCRIPT (Rev. 12/02
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1. CIR./DIST./ DIV. CODE	2. PERSC	ON REPRESENTED	, , , , , , , , , , , , , , , , , , ,	,	VOUCHER NUME	BER	
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14. SPECIAL AUTHORIZATIONS							
			110	<b>7</b>			JUDGE'S INITIALS
A. Apportioned		f transcript with (Give co	2	,			
. <b>F</b>	Daily	Hourly Transcrip		e Unedited Transcript			
C.  Prosecution Openi Defense Opening S					y Instructions		
D. In this multi-defendar persons proceeding u			f transcripts will in	npede the delivery of ac	celerated transcrip	ot services to	
15. ATTORNEY'S STATEMENT		Inninal Justice Act.		16. COURT ORDER			
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SCJA 30 DEATH PENALTY PROCEEDINGS: APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (Rev.12/	/03
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10. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) If more than one offense, har yet to five implor offenses charged, according to severity of offense.         11. ATTORNEY'S NAME (First Name, M.J., Last Name, including any suffix), AND MAILING ADDRESS              [2. COURT ORDER:             [3. COURT ORDER:             [4. Subs For Retained Attorney             [5. Subs For Retained Defender             [4. Subs For Retained Attorney             [5. Subs For Retained Attorney             [5. Subs For Retained Person represented has testified under out to the subcreationed person represented has the subtreation at the subcreationed person represented has the subtreation at the subcreationed person in this case.             [6] The attorney whose name appears in Hen11 is appointed to serve as:             [1. LEAP COUNSEL             [2. Counsel]             [2. The provide per instructions)             [3] NAME AND MAILING ADDRESS OF LAW FIRM             (Orly provide per instructions)             [3] NAME AND MAILING ADDRESS OF LAW FIRM             (Only provide per instructions)             [4] The attorney whose name of the II is appointed to serve as:             [2. LEAP COUNSEL             [2. Counsel:             [3] NAME AND MAILING ADDRESS OF LAW FIRM             (Orly provide per instructions)             [4] The attorney whose name of the II is appointed to serve as:             [2. LEAP COUNSEL             [2. Servernet             [2.	D3 28 U.S.C. § 2255 (Capital) D4 Other (Specify) te:
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	D4 Other (Specify)
11. ATTORNEY'S NAME (First Name, M.I., Last Name, Including any suffix), AND MAILING ADDRESS       12. COURT ORDER:	atisfied this Court that he or she cause the interests of justice so e specific qualifications by law, CO-COUNSEL te:
including any suffix), AND MAILING ADDRESS <ul> <li>O Appointing Coursel</li> <li>C Co-Coursel</li> <li>F Subs For Panel</li> <li>Y Standby Counsel</li> <li>Appointment Data</li> <li>(A) Because the above name appears in length</li> <li>Y Standby Counsel</li> <li>Appointment Data</li> <li>(A) Because the above name appears in length</li> <li>Y Standby Counsel</li> <li>Appointment Data</li> <li>(A) Because the above name appears in length</li> <li>(A) Because the above name appears in length</li> <li>(A) Because the above name appears in length</li> <li>(A) The atomary whose the above name appears in length</li> <li>(A) The atomary whose the above name appears in length</li> <li>(B) The atomary whose name appears in length</li> <li>(C) If your order determined to serve as:</li> <li>(C) If your order determined to consel</li> <li>(C) If your order determined to a consel or co-counsel</li> <li>(C) If your order determine above non-appears in length</li> <li>(C) If your order determine advention and expensitive at the attached order.</li> <li>(C) If your ordered from the person represented bardship on counsel in a time, for such a period without compensation, interim payments of compensation and expensitive at the attached order.</li> <li>(E) Presiding Judge or By Order of the Court</li> <li>(E) Repayment or partial repayment ordered from the person represented for this service at the attached order.</li> <li>(E) Preside advect the abox which corresponds to the stage of the proceeding during which the work claimed at length</li> <li>(B) Preside advect the above above above above advect the appearabit (C) If your order deta the appearate "ouche</li></ul>	atisfied this Court that he or she cause the interests of justice sc e specific qualifications by law CO-COUNSEL te:
(A) Because the above-named presented has testified under oath or has otherwise sat (1) is financially mubble to employ counsel and (2) does not wish to waive counsel, and because require, the attorney whose name appears in Item 11, who has been determined to possess the is appointed to represent the person in this case.          13. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions)       (a) Because the attorney and in tem 11 is appointed to serve as:	atisfied this Court that he or she cause the interests of justice so e specific qualifications by law, CO-COUNSEL te:
the attached order.	t time of appointment. n if the work is intended to be or each stage of the
(E) Repayment or partial repayment ordered from the person represented for this service at t	n if the work is intended to be or each stage of the
14. STAGE OF PROCEEDING       Check the box which corresponds to the stage of the proceeding during which the work claimed at Item 15 was performed even used in connection with a later stage of the proceeding. CHECK NO MORE THAN ONE BOX. Submit a separate voucher for CAPITAL PROSECUTION with a later stage of the proceeding. CHECK NO MORE THAN ONE BOX. Submit a separate voucher for the LABEAS CORPUS       OTHER PRO         a.       Pre-Trial       e.       Appeal       g       Habeas Petition for the h       I.       Stay of Execution         b       Trial       f.       Petition for the h       Evidentiary Hearing       U.S. Supreme       m.       Appeal Obenial of Stay         c.       Sentencing       U.S. Supreme Court       i.       Dispositive Motions       Writ of Certiorari       n.       Petition for Writ of Certior         15.       CATEGORIES (Attach itemization of services with dates)       HOURS       TOTAL       MATH/TECH.       AMOUNT         a. In-Court Hearings (RATE PER HOUR = \$       )       IN COURT       IN COURT       TOTAL       AMOUNT       AMOUNT         c. Witness Interviews and Conferences with Client	or each stage of the
14. STAGE OF PROCEEDING       Check the box which corresponds to the stage of the proceeding during which the work claimed at Item 15 was performed even used in connection with a later stage of the proceeding. CHECK NO MORE THAN ONE BOX. Submit a separate voucher for CAPITAL PROSECUTION with a later stage of the proceeding. CHECK NO MORE THAN ONE BOX. Submit a separate voucher for a separate voucher for the b Trial c. Appeal       HABEAS CORPUS       OTHER PRO         a.       Pre-Trial       e.       Appeal       g       Habeas Petition for the b.       I.       Stay of Execution         b       Trial       f.       Petition for the b.       b.       Evidentiary Hearing       U.S. Supreme       M.       Appeal Obenial of Stay         OTHER PRO         c.       Sentencing       U.S. Supreme Court       i.       Dispositive Motions       Writ of Certiorari       n.       Petition for Writ of Certior         OTHER PRO         OTHER PRO <td< td=""><td>or each stage of the</td></td<>	or each stage of the
15.     HOURS     TOTAL     MATH/TECH.     MATH/TECH.       CATEGORIES (Attach itemization of services with dates)     HOURS     AMOUNT     ADJUSTED     ADJUSTED       a. In-Court Hearings (RATE PER HOUR = \$)     Incourt Hearings (RATE PER HOUR = \$)     Incourt     Incourt       b. Interviews and Conferences with Client     Category a     Category a       c. Witness Interviews     Category a       d. Consultation with Investigators & Experts     Incourt	o 🗌 Other y iorari to the U.S.
CATEGORIES (Attach itemization of services with dates)     HOURS CLAIMED     AMOUNT CLAIMED     ADJUSTED HOURS     ADJUSTED AMOUNT       a. In-Court Hearings (RATE PER HOUR = \$)     IN     IN     IN     IN       b. Interviews and Conferences with Client     IN     IN     IN     COURT       c. Witness Interviews     IN     IN     Category and       d. Consultation with Investigators & Experts     IN     IN     IN	JSE ONLY
a. In-Court Hearings (RATE PER HOUR = \$)       IN COURT         b. Interviews and Conferences with Client       TOTAL         c. Witness Interviews       Category a         d. Consultation with Investigators & Experts       Category a	D REVIEW
	TOTAL
e. Obtaining & Reviewing the Court Record       OUT OF COU         f. Obtaining & Reviewing Documents and Evidence       OUT OF COU         g. Consulting with Expert Counsel       TOTAL         h. Legal Research and Writing       Categories b	TOTAL
i. Travel	
CLAIM FOR TRAVEL AND EXPENSES (Attach itemization of expenses with dates)         16.       Travel Expenses (lodging, parking, meals, mileage, etc.)	
17. Other Expenses (other than expert, transcripts, etc.)	
GRAND TOTALS (CLAIMED AND ADJUSTED):	. CASE DISPOSITION
21. CLAIM STATUS	
Have you previously applied to the court for compensation and/or reimbursement for this Have you previously applied to the court for compensation and/or reimbursement for this YES NO If yes, were you paid? YES Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in correpresentation? YES NO If yes, give details on additional sheets. I swear or affirm the truth or correctness of the above statements. Signature of Attorney Date	
APPROVED FOR PAYMENT — COURT USE ONLY	
27. SIGNATURE OF THE PRESIDING JUDGE DATE 27a. JUDGE C	AMT. APPROVED

Source State Stat	NGS: EX PARTE REQUEST FOR AUTHOR	IZATION AND V	OUCHER FOR	EXPERT AND OTH	ER SERVICE	S (Rev. 9/05)
	ERSON REPRESENTED			VOUCHER NUME		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPE	ALS DKT./DEF	. NUMBER	6. OTHER I	DKT. NUMBER
7. IN CASE/MATTER OF (Case Name)		ESENTED ppellant □ Othe ppellee	r 🗌 D1	PRESENTATION TY 28 U.S.C. § 2254 Habe Federal Capital Prosect	as (Capital) 🛛	] D3 28 U.S.C. § 2255 (Capital) ] D4 Other (Specify)
10. OFFENSE(S) CHARGED (Cite U.S. Code,	Title & Section) If more than one offense, list (u			-		
			DEVED			
11. ATTORNEY'S STATEMENT	REQUEST AND AUTHORI	ZATION FU	REXPER	I SERVICES		
As the attorney for the person represented, who Authorization to obtain the service. Es	is named above, I hereby affirm that the services stimated Compensation and Expenses: \$	-		OR	y request:	
Signature of				Date		
☐ Panel At ATTORNEY'S NAME ( <i>First Nam</i>	torney	_	□ Legal Organiz RESS	ation		
		Teleph	one Number:			
12. DESCRIPTION OF AND JUSTIFICATI	ON FOR SERVICES (See Instructions)		01 🗌 Inves	preter/Translator hologist hiatrist	15	<ul> <li>Other Medical</li> <li>Voice/Audio Analyst</li> <li>Hair/Fiber Expert</li> <li>Computer (Hardware/ Software/Systems)</li> </ul>
satisfaction, the au	y of the person represented having been establish thorization requested in Item 11 is hereby granted		07 ☐ Finge 08 ☐ Acco			0 🔲 Legal Analyst/Consultant 1 🔄 Jury Consultant
Signature of Presiding Judge or By Order of	f the Court			R (Westlaw/Lexis, etc. nist/Toxicologist	) 22 23	
Date of Order Repayment or partial repayment ordered fro YES NO	Nunc Pro Tunc Date om the person represented for this service at time	of authorization.		stics pons/Firearms/Explosiv ologist/Medical Examir		(See Instructions) 4 □ Other (Specify)
	he box which corresponds to the stage of the proc on with a later stage of the proceeding. CHECK					
CAPITAL PROSECUTIO           a.         Pre-Trial         e.         Ap           b.         Trial         f.         Pet           c.         Sentencing         U.S		EAS CORPUS k. □ Petit g U.S.		<ol> <li>Stay of Ex</li> <li>Appeal of</li> <li>Petition fo</li> </ol>	OTHER PR ecution	o. Other
				-		USE ONLY
16. SERVICES AND EXPENSES		AMOUNT	CLAIMED	MATH/TECH ADJUSTED AN		ADDITIONAL REVIEW
a. Compensation of services wi	th dates)			TIBVO OT IBB TH	100111	
b. Travel Expenses (lodging, parking, m	eals, mileage, etc.)					
c. Other Expenses GRAND TOTALS (CLAIM	FD AND ADHISTED).					
17. PAYEE'S NAME (First Name, M.I., Las		G ADDRESS				
			TIN:			
			Telephone			
CLAIMANT'S CERTIFICATION FO				то		
	al Payment Interim Payment Num				upplemental Pa	
	vices rendered and is correct, and that I have not so	Sugni or received pay	ment (compensati		· ·	
Signature of Claimant/Payee 18. CERTIFICATION OF ATTORNEY 1 h	ereby certify that the services were rendered f	or this case.		Date		
Signature of Attorney				Date		
	APPROVED FOR PAY	MENT — C	OURT USE	E ONLY		
19. TOTAL COMPENSATION	20. TRAVEL EXPENSES 21	I. OTHER EXPEN	ISES	22. TOTAL A	MOUNT APP	ROVED/CERTIFIED
	) of these services does not exceed \$500, or pr nds that timely procurement of these necessary				h the cost <i>(exc</i>	luding expenses) exceeds \$500.
~.	CD '1' L 1		D			
	of Presiding Judge 25. TRAVEL EXPENSES 26	5. OTHER EXPEN	Date ISES	27. TOTAL A	MOUNT APP	Judge Code ROVED
representation is \$	CED AND APPELLATE PROCEEDINGS IN yments approved to date (include amounts withhe and expenses) in excess of the statutory threshold it	eld for interim payme	ents) for investiga	tive, expert and other s	ervices for this	,
Signature of Chief Judge	e, Court of Appeals (or Delegate)		Date			Judge Code

# IN COURT HOURLY WORKSHEET AND INSTRUCTIONS

The "in-court" worksheet was devised to standardize the itemization and documentation of hourly totals and "in-court" services performed by court appointed counsel in the defense of a client under the Criminal Justice Act. Each submission shall include the following:

1) The case number and the CJA 20 Voucher Number pertaining to the claim.

2) For each "in-court" service rendered, provide the following:

a) the date the service was performedb) a brief description of the service performedc) the time spent performing the service

The time spent performing the service should be reported in <u>tenths of hours</u>\*. In addition, the time reported shall be listed under the appropriate in-court service category, i.e., arraignment and/or plea, motions and requests, bail hearings, etc.

After the hours claimed have been documented, total the hours column pertaining to each service category. Should more than one page be required, a page total should be provided on each page. Each page should be numbered, Page 1 of 2, Page 2 of 2, etc.

A grand total of all page totals should be provided on the final page. The grand total hours for each service category should then be transferred to Item 17 of the CJA 20 Voucher Form. The "in-court" compensation should then be calculated by multiplying the total number of hours spent in court by the hourly rate. Enter this figure in Item 17A.

Attach the "in-court" hourly worksheet(s) to the CJA 20.

*	6 Minutes	=	.1	Hour	36 Minutes	=	.6	Hour
	12 Minutes	=	.2	Hour	42 Minutes	=	.7	Hour
	18 Minutes	=	.3	Hour	48 Minutes	=	.8	Hour
	24 Minutes	=	.4	Hour	54 Minutes	=	.9	Hour
	30 Minutes	=	.5	Hour	60 Minutes	=	1.0	Hour

# FORM--IN COURT HOURLY WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number: \_\_\_\_\_

Voucher Number : \_\_\_\_\_

				lourly Wor	ASHEEL				
Date	Brief Explanation of Services	Arraignment and/or pleas	Bail and Detention Hearings	Motions Hearings	Trial	Sentence Hearings	Revocation Hearings	Appeals Court	Other
Page Total									
Grand Total									

In Court Hourly Worksheet

# **OUT-OF-COURT HOURLY WORKSHEET AND INSTRUCTIONS**

The "out-of-court" worksheet was devised to standardize the itemization and documentation of hourly totals and "out-of-court" services performed by court appointed counsel. The following information shall be provided on the worksheet:

- 1) The case number and CJA 20 Voucher Number pertaining to the case.
- 2) For each "out-of-court" service rendered provide the following:
  - a) the date the service was performed
  - b) a brief description of the service performed; and
  - c) the time spent performing the service

The time spent performing the service shall be reported in <u>tenths of hours</u>. In addition, the time reported shall be listed under the appropriate "out-of-court" service category, i.e., Interviews and conferences, obtaining and review records, legal research and brief writing, etc.

Note: Travel time to and from court (or the place where service is rendered) may not be claimed if the round-trip time is less than one hour.

Once all "out-of-court" services have been documented, total the hours column pertaining to each service category. Should more than one page be required, a page total should be provided on each page. Each page should be numbered, Page 1 of 2, Page 2 of 2, etc.

A grand total of all page totals should be provided on the final page. The grand total hours for each service category should then be transferred to Item 18 of the CJA 20 Voucher Form. The "out-of-court" compensation should be calculated by multiplying the applicable rate per hour by the total hours. Enter this figure in Item 18A.

Once all necessary information has been completed and transferred to the CJA 20 Form, , attach the "out-of-court" worksheet(s) to the CJA 20.

# FORM--OUT OF COURT HOURLY WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number:

Voucher Number : \_\_\_\_\_

Date	Brief Explanation of Services	Interviews and conferences	Ourt Houriy worksneed Obtaining and reviewing records	Legal research and brief writing	Travel time	Investigative and other work
				and street intring		
Page Total						
Grand Total						

Out of Court Hourly Worksheet

# **OTHER EXPENSE WORKSHEET AND INSTRUCTIONS**

The "other" expense worksheet was devised to standardize the itemization of other reimbursable expenses incurred by court appointed counsel under the Criminal Justice Act. Each attorney shall provide the following information on the worksheet:

- 1. The district court case number or magistrate case number pertaining to the claim.
- 2. For each item incurred, provide the following:
  - a) the date incurred,
  - b) a brief explanation of the expense; and
  - c) the amount of expense incurred.

Expense items such as mileage and copying should reflect the total miles and pages, respectively, multiplied by the applicable rate. The expenses incurred should then be listed under the appropriate "other" expense category, i.e., mileage, parking, meals, etc. Once all necessary information has been completed and transferred to the CJA 20 Form, attach supporting documentation, i.e., receipts, canceled checks and invoices for all expenses in excess of \$50.00.

# FORM--OTHER EXPENSE WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number: \_\_\_\_\_

Voucher Number : \_\_\_\_\_

			Laper	nses Worksh	eet				
Date	Brief Explanation		Travel Expens	ses (Item 19A	)	Ot	her Expens	es (Item 19)	B)
	of Services	Mileage	Parking	Meals	Lodging	Copying	Postage	Toll Calls	Other
Page Total									
Grand Total									

**Expenses Worksheet** 

# **APPENDIX C**

# APPLICATION FOR ADMISSION TO CORPUS CHRISTI DIVISION CJA PANEL

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF TEXAS CORPUS CHRISTI DIVISION

Type All Entries

## I. GENERAL INFORMATION

A. Name:\_\_\_\_\_

B. Name of Firm, Partnership, or Professional Corporation:

C. Office Street Address

D. Mailing Address (*if different from above street address*)

E. Office Telephone Number ( <i>include area code</i> )
---

F. Cellular Number (*include area code*)\_\_\_\_\_

# G. E-Mail Address

H. Date of Birth \_\_\_\_/ \_\_\_\_ Social Security No: \_\_\_\_-

I. Professional Organizations, Awards, Honors, etc.

J. Fluency (office capacity) in the following languages:

## II. BAR ADMISSION AND CERTIFICATIONS

A. State Bar Membership Number:

B. Date Admitted to State Bar of Texas:

C. Date first Admitted to Practice in the United States District Court for the Southern District of Texas:

\_D. Date first Admitted to Practice in the United States Court of Appeals for the Fifth Circuit: (*if not admitted, please so state*).

E. Please List All Other Courts In Which You Are Admitted to Practice and Give Dates of Admission:

F. Field of Special Interest (appeals, habeas corpus, trial, felony and capital cases):

G. Date and Field of Certification by Texas Board of Legal Specialization:

## III. TRIAL EXPERIENCE

A. Nature of Legal Experience

B.	Number of Criminal Jury	Frials [estimate]:	
	State	Federal	

C. Number of Criminal Trials to the Court [estimate]: State \_\_\_\_\_ Federal \_\_\_\_\_

D. Number of Hearings or Other Contested Matters [estimate]:

## IV. APPELLATE EXPERIENCE

Number of Criminal Appeals Handled:

	Briefs Submitted	Oral Arguments
State		
Federal		

#### V. TRAINING PANEL

If you have little or no experience handling federal criminal trials and Sentencing Guidelines issues, are you willing to accept a limited number of second chair appointments, without compensation, alongside a more experienced Assistant Federal Public Defender or CJA attorney to gain experience prior to being appointed solo for compensation?

□ Yes □ No □ N/A

#### VI. PEER AND COURT REVIEW

A. List the names of two lawyers, not your partners, associates, or relatives, with whom or against whom you have tried a case in the last three years who may be contacted and who can attest to your competence in criminal law:

Name	Firm or Employer						
Number & Street-Room No. or Bldg. Name-Suite	City	Zip					
	Office Phone Number (include area	code)					
Name	Firm or Employer						
Number & Street-Room No. or Bldg. Name-Suite	City	Zip					

Office Phone Number (include area code)

B. List the names of two judges before whom you have appeared in a contested matter in the last three years.

Name of Judge		Name of Court					
City	County	Court Telephone Number (include area code)					
Name of Judge		Name of Court					
City	County	Court Telephone Number (include area code)					

## VII. CONTINUING LEGAL EDUCATION

List CLE in which you have participated as: (a) attendee or (b) teacher/lecturer in the last three years. (*Give course title, sponsor, and date.*)

Attendee:

Teacher/Lecturer:

#### **VIII. GRIEVANCE MATTERS:** (*Check Appropriate Response*)

- A. State whether you have been disbarred, suspended, reprimanded, or otherwise disciplined by any segment of the bar, including, but not limited to, any local, district or state grievance authority of an organized bar. If yes, give full details by attachment to this application.
  - YesNo
- B. Do you now have any charges pending against you, either in court or grievance committee, that could result in the filing of a malpractice suit, a grievance committee proceeding, or a suit for disciplinary action? If yes, give full details by attachment to this application.
  - □ Yes □ No
- C. State whether you have been adjudicated guilty of a serious crime as defined below and whether the adjudication resulted from a plea of guilty or nolo contendere or from a verdict after trial. If yes, give full details by attachment to this application.

For purposes of this application, the term serious crime" shall include any felony. It shall also include any lesser crime, a necessary element of which, as determined by the statutory or common law definition of such crime, involved improper conduct of an attorney, interference with the administration of justice, false swearing, misrepresentation, fraud, willful failure to file income tax returns, deceit, bribery, extortion, misappropriation, theft, or an attempt or a conspiracy or solicitation of another to commit a serious crime.

YesNo

## IX. PETITION AND AUTHORIZATION

I hereby apply to the Panel Selection Committee for admission to the Criminal Justice Act Panel of the Brownsville Division of the United States District Court for the Southern District of Texas for a term of five years and if selected for the panel, agree to accept appointments under the Criminal Justice Act.

In making and filing this application, I authorize the Panel Selection Committee to make inquiry of lawyers and judges named herein as to my competence in criminal law. I acknowledge that information received by the Panel Selection Committee will be held in confidence and I waive any right to review statements made to that Committee.

Date

Typed Name of Applicant

Signature of Applicant

Additional Pages May Be Attached As Needed.

#### APPENDIX TO THE 2005 CRIMINAL JUSTICE ACT PLAN FOR THE SOUTHERN DISTRICT OF TEXAS

#### LAREDO DIVISION PLAN

## THE COMPOSITION, ADMINISTRATION, AND MANAGEMENT OF THE PANEL OF PRIVATE ATTORNEYS UNDER THE CRIMINAL JUSTICE ACT

#### I. COMPOSITION OF PANEL OF PRIVATE ATTORNEYS

#### A. CJA PANEL

- 1. <u>Approval.</u> The Court hereby establishes a panel of private attorneys, the CJA Panel, who are eligible and willing to be appointed to provide representation under the Criminal Justice Act. The Court shall approve attorneys for membership on the panel after receiving recommendations from the Panel Selection Committee, established pursuant to paragraph B of this Plan. Members of the CJA Panel shall serve at the pleasure of the Court.
- 2. <u>Size</u>. The CJA Panel shall consist of approximately 75-100 attorneys. The Court shall review annually and if necessary adjust the size of the Panel. The Panel shall be large enough to provide a sufficient number of experienced attorneys to handle the Criminal Justice Act caseload, yet small enough so that Panel members will have the opportunity to receive an adequate number of appointments to maintain their proficiency in federal criminal defense work, and thereby provide a high quality of representation.
- 3. <u>Eligibility</u>. Attorneys who serve on the CJA Panel must be members in good standing of the federal bar of this district, and have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the United States Sentencing Guidelines..
- 4. <u>Terms</u>. Attorneys admitted as members of the Panel shall normally serve for a term of three years. Thereafter, attorneys must resubmit a new application. Members of the CJA Panel shall serve at the pleasure of the Court.
- 5. <u>Reappointment</u>. A member of the CJA Panel shall be eligible for reappointment to the panel for successive terms following expiration of his or her term, unless otherwise restricted by the Court.

6. <u>Application</u>. Application forms for membership on the CJA Panel shall be made available, upon request, by the Clerk of the Court. Completed applications shall be submitted to the Clerk of the Court who will transmit the applications to the chairperson of the Panel Selection Committee.

## B. PANEL SELECTION COMMITTEE

- 1. <u>Membership</u> An appropriate Panel Selection Committee shall be established for each division or combination of Divisions by the Court. The Committee shall consist of one district judge, one or more magistrate judges, one or more attorneys who are members of the CJA Panel, and the Federal Public Defender. The Committee shall select its own chairperson.
- 2. <u>Duties</u>.
  - a. The Panel Selection Committee shall meet quarterly or as needed to consider applications for the vacancies created by the terms expiring each year. The Committee shall review the qualifications of applicants and recommend, for approval by the Court, those applicants best qualified to fill the vacancies.

The Committee shall recruit a broad based representative panel of competent attorneys with criminal trial experience. The primary objective of the Committee shall be to recruit the most qualified attorneys, but the Committee shall actively recruit women and minority members and shall provide a substantial number of attorneys fluent in languages other than English. The Committee may classify Panel members according to level of experience and area of expertise.

At its scheduled meeting, the Committee shall also review the operation and administration of the Panel over the preceding period, and recommend to the Court any changes deemed necessary or appropriate by the Committee regarding the appointment process and Panel management.

b. If, at any time during the course of a year, the number of vacancies due to resignation, removal, or death significantly decreases the size of the Panel, the Committee shall solicit applications for the vacancies, convene a special meeting to review the qualifications of the applicants, and select prospective members for recommendation to the Court for approval. Members approved by the Court to fill mid-term vacancies shall serve until the expiration of the term that was vacated, and shall be immediately eligible for reappointment.

#### II. THE APPOINTMENT PROCESS

#### A. MAINTENANCE OF LIST AND DISTRIBUTION OF APPOINTMENTS

The Clerk shall maintain the current CJA Panel list and shall furnish a copy to each judge and the Federal Public Defender upon request. The Clerk shall also maintain a public record of appointments of private counsel, and, [when appropriate], statistical data reflecting the proration of appointments between the Federal Public Defender and private attorneys, according to the formula heretofore described.

#### B. METHOD OF APPOINTMENT

Appointments from the list of private attorneys should be made on an impartial basis, subject to the Court's discretion to consider the nature and complexity of the case, and an attorney's experience. This procedure will assist in producing a balanced distribution of appointments among the members of the CJA Panel and providing quality representation for each CJA defendant.

#### III. COMPENSATION - FILING OF VOUCHERS

#### A. GENERAL

Claims for compensation shall be submitted, on the appropriate CJA form, to the office of the Clerk of the Court. The Clerk of the Court shall review the claim form for mathematical and technical accuracy, and for conformity with the <u>Guidelines for the Administration of the Criminal Justice Act</u> (volume VII, Guide to Judiciary Policies and Procedures) and, if correct, shall forward the claim form for the consideration and action of the presiding judge or magistrate.

Frequently, payment of a voucher is delayed for failure to itemize or supply sufficient documentation of expenses. In addition, delay is caused when pertinent court orders are not submitted with the vouchers. Vouchers for attorneys under the Act must include a description of the services - a breakdown of how the hours were spent, and the dates the services were performed. Travel expenses reporting shall include date, destination and purpose of travel.

# B. ALLOWABLE EXPENSES - COURT APPOINTED COUNSEL (CJA FORM 20)

Out of pocket expenses reasonable incurred may be claimed on the CJA 20 voucher, and must be itemized and reasonably documented. Expenses for investigations or other services under subsection (e) of the Act are not out of pocket expenses. Thus, such expenses should not be claimed on the CJA 20 voucher. A CJA 21 voucher Authorization and Voucher for Expert or Other

Services should be filed by the investigator or other expert. Out of pocket expenses may include:

- 1. <u>Travel Expenses</u>
  - (a) Travel by a privately owned automobile should be claimed at the rate prescribed for federal judiciary employees who use a private automobile for conducting official business, plus parking fees, ferry fees, and bridge, road and tunnel tolls. Other means of transportation should be claimed on an actual expense basis.
  - (b) All local travel will be accomplished by the most economical means possible and claimed as an actual expense. Travel time shall not be charged as an expense except where travel is away from the duty station where the courthouse is located.
  - (c) Counsel's expenses for meals and lodgings incurred in the representation of the defendant constitute reimbursable out of pocket expenses.
  - (d) In determining whether actual expenses incurred are "reasonable," counsel should be guided by the prevailing limitations placed upon travel and subsistence expenses of federal judiciary employees in accordance with existing government travel regulations.

## 2. Hourly Rates for Appointed Trial Attorneys

- (a) The current hourly rate is \$125.00 for in Court appearances and out-of-Court labor. Where the hourly rate changes in the midst of an appointment, appropriate adjustments will be recognized. Case compensation maximums are also established by statute and will be recognized in all cases unless a case becomes extended or is declared complex.
- (b) All claims for compensation in excess of statutory case limitation requires both, the voucher and a detailed memorandum supporting and justifying counsel's claim. The memorandum should state that representation was provided in a complex or extended case and that the excess payment is necessary to provide fair compensation.
- (c) Fees and Expenses In Capital Cases Compensation shall be paid to attorneys appointed under this subsection at a rate of not more than \$178.00, per hour for in-court and out-of-court time. Fees and expenses paid for investigative, expert, and other reasonably necessary services that are authorized, shall not exceed \$7,500 in any case, unless payment in excess of that limit is certified by the court. Amounts in excess shall first

be approved by chief judge of the circuit or circuit designee. The Fifth Circuit's Special Procedures for Reviewing Attorney Compensation Requests in Death Penalty Cases and the limits on fees and expenses are on the court's website.

- 3. <u>Compensation Limits for Investigative, Expert and "Other" Services (CJA 21</u> Form)
  - (a) With Prior Authorization \$2,400 (per organization or individual, exclusive of reimbursement for expenses reasonably incurred, per individual authorization to perform said service.)
  - (b) Without Prior Authorization \$800
     (Subsection (e)(2)(A) of the Act authorizes the obtaining of investigative, expert and other services without prior authorization but subject to subsequent review, providing the cost of services obtained does not exceed \$800 plus expenses reasonably incurred.

#### 4. <u>Courier Service and Other Special Arrangements</u>

For delivery of items that could be mailed, expenses will be reimbursed only if normal mail service is unavailable or inadvisable. In non-emergency cases, routine documents such as briefs and motions should be prepared early enough to permit use of the mail.

## 5. Law Students

Use of qualified law students to assist assigned counsel in trial preparation and in drafting briefs and arguments on appeal may be appropriate. Payment under the CJA in such instances may be made to assigned counsel only for compensable time spent by counsel plus allowable expenses. Allowable expenses for the attorney may include compensation paid to law students for legal research, but does not include reimbursement for expenses otherwise incurred by a law student. Use form CJA-21 or CJA-31 and treat as a paralegal expense to request reimbursement.

## 6. <u>Computer Assisted Legal Research</u>

The cost of use, by appointed counsel, of computer assisted legal research equipment, may be allowed as a reimbursable out-of-pocket expense, provided that the total amount approved for computer assisted legal research does not exceed the total amount of attorney compensation that reasonably would have been approved if counsel had performed the research manually. Whenever appointed counsel incurs charges for computer assisted legal research, counsel should attach to the compensation voucher the following:

- (a) a brief statement on the issue or issues that were the subject matter of the research;
- (b) an estimate of the number of hours of attorney time that would have been required to do the research manually; and
- (c) a copy of the bill and receipt for the use of equipment or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research).
- 7. Other Expenses

Other expenses include items such as telephone calls, telegrams, copying (except printing), postage and photographs. "Other" expenses in excess of \$50.00 must be substantiated by proof of payment, i.e., receipts, canceled checks, and invoices.

# FORM APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL

۵.	CJA 20 APPOINTMENT OF AN	ND AUTHORITY TO PAY COUL	RT-APPOINTED COUNS	EL (Rev.	12/03)			
1. CIR./DIST./ DIV. CODE 2. PERSON REPRESENTED							BER	
3. N	MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEI	F. NUMBER	5. API	PEALS DKT./DEI	F. NUMBER	6. OTHER DKT. N	UMBER
7. I	N CASE/MATTER OF (Case N	ame) 8. PAYMENT CAT Felony Misdemeanor Appeal	TEGORY	□ A □ Ju	TYPE PERSON REPRESENTED       10. REPRESENTATION TYP         Adult Defendant       Appellant         Juvenile Defendant       Appellee         Other			
11.	OFFENSE(S) CHARGED (Cite	U.S. Code, Title & Section) If m	ore than one offense, list (	up to five	) major offenses c	harged, according to	severity of offense.	
12.	ATTORNEY'S NAME <i>(First N</i> AND MAILING ADDRESS	lame, M.I., Last Name, including	any suffix),	13. COURT ORDER         □ O Appointing Counsel       □ C Co-Counsel         □ F Subs For Federal Defender       □ R Subs For Retained Attorney         □ P Subs For Panel Attorney       □ Y Standby Counsel         Prior Attorney's				
						named person represer	ted has testified under	oath or has otherwise
	Telephone Number :							ounsel and (2) does not
14.	NAME AND MAILING ADDR	RESS OF LAW FIRM (Only provi	ide per instructions)	name a		is appointed to repres	s of justice so require, ent this person in this c	•
					Sigr	ature of Presiding Jud	lge or By Order of the	Court
				-	Date of	Order	NI	ro Tunc Date
				Repayr			he person represented	
				appoint	ment.	YES 🗌 NO		
	CLAIM	FOR SERVICES AND	EXPENSES	-		FOR	COURT USE	ONLY
	CATEGORIES (Attach itemiz	ation of services with dates)	HOURS CLAIMED		TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED HOURS	MATH/TECH. ADJUSTED AMOUNT	ADDITIONAL REVIEW
15.	a. Arraignment and/or Plea							
	b. Bail and Detention Hearing	\$						
	c. Motion Hearings							
	d. Trial							
	e. Sentencing Hearings f. Revocation Hearings							
	In Appeals Court							
	h. Other (Specify on additional	al sheets)						
	(RATE PER HOUR = \$	) TOTALS	:					
16.	a. Interviews and Conferences	S						
	b. Obtaining and reviewing re	cords						
	c. Legal research and brief wr	iting						
	d. Travel time	1 (0 ) ( )						
		k (Specify on additional sheets)						
17.	(RATE PER HOUR = \$ Travel Expenses (lodging, par	) TOTALS	:					
17.	Other Expenses (other than ex							
		IMED AND ADJUSTE	D):					
19.		NEY/PAYEE FOR THE PERIOD				TERMINATION DAT		E DISPOSITION
			erim Payment Number			□ Supplement	tal Payment	
	Have you previously applied to Other than from the Court, have representation?	the court for compensation and/or you, or to your knowledge has an NO If yes, give details	reimbursement for this yone else, received paymen on additional sheets.	□ YES nt (compe		If yes, were you p	aid? 🗆 YES 🗆	
		correctness of the above statem	ents.					
	Signature of Attorney							
_			ED FOR PAYME	1				
		24. OUT OF COURT COMP.	25. TRAVEL EXPENSE	±S	26. OTHER EX	PENSES	27. TOTAL AMT. A	
	SIGNATURE OF THE PRESID		<b>-</b>		DATE		28a. JUDGE CODE	
29.	IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSE	ES	32. OTHER EX	PENSES	33. TOTAL AMT. A	APPROVED
	SIGNATURE OF CHIEF JUDG in excess of the statutory thresh	GE, COURT OF APPEALS (OR E old amount.	DELEGATE) Payment appr	roved	<i>id</i> DATE   34a. JUDGE CODE			

1. CIR./DIST./ DIV. CODE	2. PERSON REPRESENTED		VOUCHER NUMBER				
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS DKT./DE	F. NUMBER	NUMBER 6. OTHER DKT. NUMBER			
7. IN CASE/MATTER OF (Case Nan	ne) 8. PAYMENT CATEGORY E Felony Petty Off Misdemeanor Other Appeal	9. TYPE PERSON REPRESENTED     10. REPRESENTATION TYPE       nse     Adult Defendant     Appellan       Juvenile Defendant     Appellee					
11. OFFENSE(S) CHARGED (Cite U	U.S. Code, Title & Section) If more than one offen		charged, according to	severity of offe	ense.		
	DECUEST AND AUTHOR	ΙΖΑΤΙΩΝ ΕΩΡ ΕΧΡΕΡ	TSEDVICES				
12. ATTORNEY'S STATEMENT	REQUEST AND AUTHOR	ILATION FOR EAFER	I SERVICES				
Authorization to obtain the servic Approval of services already obta	on represented, who is named above, I hereby affirm ze. Estimated Compensation and Expenses: \$						
excluding expenses) Signature of Attorney			Date				
	nel Attorney Retained Attorney Name, M.I., Last Name, including any suffix), AN	Pro-Se Legal Organi Logal Organi	zation				
		Telephone Number:					
13. DESCRIPTION OF AND JUSTIF	ICATION FOR SERVICES (See Instructions)	14. TYPE (	OF SERVICE PROVI	DER			
		$\begin{array}{cccc} 02 & \square & \text{In} \\ 03 & \square & \text{Ps} \end{array}$	vestigator terpreter/Translator ychologist ychiatrist	1: 10 11 11	6 🔲 Voice/Audio Analyst 7 🔲 Hair/Fiber Expert		
15. COURT ORDER		05 🗌 Pc	lygraph		Software/Systems)		
Financial eligibility of the person repr authorization requested in Item 12 is h	esented having been established to the Court's satisfa ereby granted.	ction, the $07 \square$ Fi $08 \square$ A	ocuments Examiner ngerprint Analyst ccountant ALR (Westlaw/Lexis, et	19 20 2 tc.) 22	0 Legal Analyst/Consultant 1 Jury Consultant		
Signature of Presiding Judge or By Or	der of the Court		nemist/Toxicologist allistics	23	3 Duplication Services (See Instructions)		
Date of Order Repayment or partial repayment order YES NO	Nunc Pro Tunc Date ed from the person represented for this service at time	13 🗌 W	eapons/Firearms/Explo thologist/Medical Exan				
CLAIM	FOR SERVICES AND EXPENSI	ES	FOI	R COURT	USE ONLY		
	S AND EXPENSES tion of services with dates)	AMOUNT CLAIMED	MATH/TECH ADJUSTED A		ADDITIONAL REVIEW		
a. Compensation			HBV001BB H				
b. Travel Expenses (lodging, parking)	ng, meals, mileage, etc.)						
c. Other Expenses	IMED AND ADJUCTED.						
IT. PAYEE'S NAME AND MAILIN	IMED AND ADJUSTED): G ADDRESS						
		TIN:					
		Telephone N	umber:				
CLAIMANT'S CERTIFICATIO	N FOR PERIOD OF SERVICE FROM		то				
CLAIM STATUS	Final Payment 🔲 Interim Payment Nur	mber	S	upplemental Pa	ayment		
I hereby certify that the above claim is services.	s for services rendered and is correct, and that I have n	not sought or received payment (comp	ensation or anything of	<i>value)</i> from any	y other source for these		
Signature of Claimant/Payee			Date				
18. CERTIFICATION OF ATTORNE	Y I hereby certify that the services were rendered	d for this case.					
Signature of Attorney							
		YMENT — COURT US					
19. TOTAL COMPENSATION	20. TRAVEL EXPENSES 2	1. OTHER EXPENSES	22. TOTAL A	MOUNT APP.	ROVED/CERTIFIED		
	enses) of these services does not exceed \$500, or p tained, but in the interest of justice the Court finds exceeds \$500.		ecessary services could	l not await pric	or authorization, even though		
Signa	ture of Presiding Judge	Date			Judge Code		
24. TOTAL COMPENSATION	25. TRAVEL EXPENSES 2	6. OTHER EXPENSES	27. TOTAL A	MOUNT APP	ROVED		
28. PAYMENT APPROVED IN EXC	ESS OF THE STATUTORY THRESHOLD UND	DER 18 U.S.C. § 3006A(e)(3)					
Signature of Chief J	udge, Court of Appeals (or Delegate)	Date			Judge Code		

SCJA 24 AUTHORIZATION AND	VOUCHER F	FOR PAYMENT	OF TRANSCRIPT (	(Rev. 12/03)

1. CIR./DIST./ DIV. CODE	IR./DIST./ DIV. CODE 2. PERSON REPRESENTED						VOUCHER NUMBER			
3. MAG. DKT./DEF. NUMBER	<u> </u>	4. DIST. DKT./DEF. NU	MBER	5. APPEALS DKT./DEF. NUMBER 6. OTHER DKT. NUMBER						
7. IN CASE/MATTER OF (Case Na	ĺ		RY □ Petty Offense □ Other	9. TYPE PERSON REP Adult Defendant Juvenile Defendan Othe	TATION TYPE tions)					
11. OFFENSE(S) CHARGED (Cite			an one offense, list (1		harged, according to .	severity of offense.				
		<b>REQUEST ANI</b>	D AUTHORIZ	ATION FOR TRA	NSCRIPT					
<ol> <li>PROCEEDING IN WHICH TR</li> <li>13. PROCEEDING TO BE TRANS</li> </ol>	SCRIBED <i>(D</i>	escribe specifically). NO1	TE: The trial transcru			nent, defense openi	ng statement, prosecution			
argument, defense argument, pr	osecution re	buttal, voir dire or jury in:	structions, unless spe	cifically authorized by the	Court (see Item 14).					
14. SPECIAL AUTHORIZATIONS	3						JUDGE'S INITIALS			
A. Apportioned	% of	transcript with (Give co	ase name and defe	endant)						
B. □ Expedited □	] Daily	□ Hourly Transcrip	t 🗆 Realtime	e Unedited Transcript						
C.  Prosecution Open Defense Opening	0	ent			ry Instructions					
D. In this multi-defenda	nt case, con	mmercial duplication o				ot services to				
persons proceeding u 15. ATTORNEY'S STATEMENT	inder the C	riminal Justice Act.		16. COURT ORDER						
As the attorney for the person rep transcript requested is necessar authorization to obtain the transcr to the Criminal Justice Act.	y for adequ	ate representation. I, th	erefore, request		of the person represer orization requested in		tablished to the Court's ranted.			
Signature of A	ttorney		Date	Signa	ature of Presiding Judg	ge or By Order of th	e Court			
Printed Na Telephone Number:				Date of 0	Order	Nunc	Pro Tunc Date			
Panel Attorney Retain	ed Attorney	Pro-Se	Legal Organization	SEDVICES						
17. COURT REPORTER/TRANSC	RIBER STA	TUS	CLAIM FOR	18. PAYEE'S NAME A	AND MAILING ADD	RESS				
Official Contract SOCIAL SECURITY NUMBEF		OYER ID NUMBER OF P	AYEE							
		DIGUUDE	1	l, , , , , , , , , , , , , , , , , , ,	Telephone N					
20. TRANSCRIPT		INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONEI	TOTA			
Original										
Сору		_								
Expense (Itemize)										
21. CLAIMANT'S CERTIFICATIO	NOFSERV	UCE PROVIDED			TOTAL AMOU	NT CLAIMED	<:			
I hereby certify that the above cl for these services.			ect, and that I have no	ot sought or received payme	ent (compensation or a	anything of value) fi	rom any other source			
Signature of Claimant/Payer	e				Date					
22 CERTIFICATION OF ATTORN	IEV OR CLI			<b>ERTIFICATION</b>	4 maa maaaina d					
22. CERTIFICATION OF ATTORN	NEY OR CLI	ERK I hereby certify that	the services were ren	dered and that the transcrip	t was received.					
	Signature o	f Attorney or Clerk			Date					
		APPROVED	FOR PAYME	NT — COURT USI	E ONLY					
23. APPROVED FOR PAYMENT						24. AMOUN	NT APPROVED			
Sig	nature of Ju	udge or Clerk of Court			Date					

SCJA 30 DEATH PENALTY PROCEEDINGS: APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (Rev.12/03)

1. CIR./DIST./ DIV. CODE	2. PERSON	REPRESE	ENTED				VOUCHER NUMBER					
3. MAG. DKT./DEF. NUMBER	EF. NUMBER 4. DIST. DKT./DEF. NUMBER 5. A					5. AP	PEALS DKT./I	DEF. N	NUMBER	6. OTHE	R DKT. NU	JMBER
7. IN CASE/MATTER OF (Case Na	me)		8. TYPE Adult D Habeas	efendant	<b>—</b> • •		ther	D1 28		as (Capital)		J.S.C. § 2255 (Capital)
10. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more t</i>						e) major			ederal Capital Prosect ording to severity of			er (Specify)
11. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix), AND MAILING ADDRESS				12. COURT ORDER:         O Appointing Counsel       C Co-Counsel         F Subs For Federal Defender       R Subs For Retained Attorney         P Subs For Panel       Y Standby Counsel								
Telephone Number: 13. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions)				Prior Attorney's Name:       Appointment Date:         (A) Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she         (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so         require, the attorney whose name appears in Item 11, who has been determined to possess the specific qualifications by law, is appointed to represent the person in this case.         (B) The attorney named in Item 11 is appointed to serve as:       LEAD COUNSEL         Name of Co-Counsel       CO-COUNSEL         Image: C) If you represented the defendant or petitioner in any prior proceeding related to this matter, attach to your initial claim a listing of those proceedings and describe your role in each (e.g., lead in counsel or co-counsel).         (C) D ue to the expected length of this case, and the anticipated hardship on counsel in undertaking representation full-								
					hed order.			Ŷ	ayments of compen By Order of the Cou		expenses are	e approved pursuant to
			(	(E) Repa	Date of ayment or partial r		nt ordered from	-	Nunc Pro erson represented fo NO	Tunc Date or this servi	ce at time o	f appointment.
14. STAGE OF PROCEEDING C	haak tha har u	uhiah aama			OR SERVIC						awan if the	work is intended to be
u <u>CAPITAL PROSE</u> a.	sed in connecti EdeTel@Mg.	ion with a l		of the p Habeas Eviden	noceeding. CHE HABEAS CO	CK NO		ONE	BOX. Submit a sep l.	oarate vouc OTHER Execution of Denial o	her for each PROCEED o	stage of the DING Other
d 🗌 Other Post Trial	Writ of Cer			Appea							arding Den	
HOURS	AND COM	APENS.	ATIO	N CLA	AIMED	-	TOTAL			1	T USE C	ONLY
CATEGORIES (Attach itemiza	ntion of service.	s with date	es)		HOURS CLAIMED		AMOUNT CLAIMED		MATH/TECH. ADJUSTED HOURS	ADJU	/TECH. ISTED DUNT	ADDITIONAL REVIEW
a. In-Court Hearings (RATE P b. Interviews and Conferences c. Witness Interviews d. Consultation with Investiga	with Client	3		)						ТО	OURT TAL gory a	IN COURT TOTAL Category a
e. Obtaining & Reviewing the f. Obtaining & Reviewing Doc g. Consulting with Expert Cou h. Legal Research and Writing	uments and Ev nsel	vidence						E		то	COURT TAL pries b-j	OUT OF COURT TOTAL Categories b-j
i. Travel j. Other <i>(Specify on additional</i> TOTALS: Categories b thru j (RAT	sheets) E PER HOUR			)				F				
CLAIM FOR TRAVEL AND EX 16. Travel Expenses (lodging, part				xpenses	with dates)							
17. Other Expenses (other than exp		i										
GRAND TOTALS (CLAI 18. CERTIFICATION OF ATTORN				/	/ICE				RMINATION DAT ASE COMPLETIO		20. CASI	E DISPOSITION
Have you previously applied to t Other than from the Court, have representation?	21. CLAIM STATUS       Final Payment       Interim Payment Number       Supplemental Payment         Have you previously applied to the court for compensation and/or reimbursement for this       YES       NO       If yes, were you paid?       YES       NO         Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?       YES       NO       If yes, give details on additional sheets.         I swear or affirm the truth or correctness of the above statements.       Keepender       Keepender       Keepender											
			- T		R PAYMEN							
22. IN COURT COMP.	23. OUT OF C	COURT CO	OMP. 2	24. TRA	AVEL EXPENSE	S	25. OTHER	EXPE	NSES	26. TOT	AL AMT. A	PPROVED
27. SIGNATURE OF THE PRESID	ING JUDGE						DATE			27a. JUE	GE CODE	

			N AND VOUCHE	IN FOR	EXTERT AND OTI	ILK SEKVIC	EB (Ref1 3/05)
1. CIR./DIST./ DIV. CODE	2. PERSON REPRESENTED				VOUCHER NUM	BER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBEI	R	5. APPEALS DK	T./DEF	NUMBER	6. OTHER	DKT. NUMBER
7. IN CASE/MATTER OF (Case Name)	<ul> <li>8. TYPE PERSON</li> <li>Adult Defendant</li> <li>Habeas Petitioner</li> </ul>	□ Appellant		□ D1	PRESENTATION T 28 U.S.C. § 2254 Habe Federal Capital Prosec	eas (Capital)	□ D3 28 U.S.C. § 2255 (Capital) □ D4 Other (Specify)
10. OFFENSE(S) CHARGED (Cite U.S. C	Code, Title & Section) If more than one offens		major offenses cha		-		
11 ATTODNEV/C STATEMENT	REQUEST AND AUTH	HORIZATI	ON FOR EX	PER	<b>SERVICES</b>		
11. ATTORNEY'S STATEMENT As the attorney for the person	n represented, who is named above, I hereby a	ffirm that the servi	ices requested are n	ecessary	for adequate represen	tation. I hereb	y request:
	ce. Estimated Compensation and Expenses:		1 Justice Act (See	T	OR		
	ained to be paid for by the United States pursu	iant to the Crimina	il Justice Act. (See	Instructio			
Signature of	nel Attorney 🗌 Retained Attorney	□ Pro-Se	e 🗌 Legal	Organiz	Date		
	Name, M.I., Last Name, including any suff			Organiz	ation		
			Talanhana Nu	mhar			
12. DESCRIPTION OF AND JUSTIFIC	CATION FOR SERVICES (See Instruction	as)	Telephone Nu		F SERVICE PROVI	DER	
				Inves			15 Other Medical
				Inter  Psycl	oreter/Translator hologist		<ul> <li>16 □ Voice/Audio Analyst</li> <li>17 □ Hair/Fiber Expert</li> </ul>
			04	Psyc	hiatrist		18 Computer (Hardware/
14. COURT ORDER Financial eligi	ibility of the person represented having been e	established to the C		Polyg     Docu	graph ments Examiner		Software/Systems) 19
satisfaction, th	he authorization requested in Item 11 is hereby	y granted.			erprint Analyst		20 Legal Analyst/Consultant
Signature of Presiding Judge or By Ord	der of the Court			CAL	untant R (Westlaw/Lexis, etc		21 ☐ Jury Consultant 22 ☐ Mitigation Specialist
			10	Chen	nist/Toxicologist		23 Duplication Services
Date of Order Repayment or partial repayment ordered	Nunc Pro Tunc Date ed from the person represented for this service	e at time of authori		□ Balli □ Wea	stics oons/Firearms/Explosi	ve Expert	(See Instructions) 24 □ Other (Specify)
YES NO			14	Patho	ologist/Medical Exami	ner	
	eck the box which corresponds to the stage of nection with a later stage of the proceeding.						
CAPITAL PROSECU	UTION	HABEAS CO	RPUS		-	OTHER I	PROCEEDING
a.  Pre-Trial e. b. Trial f.	Appeal     g. □     Habeas Pet       Petition for the     h. □     Evidentiary		<ul> <li>Detition for the U.S. Supreme</li> </ul>		<ol> <li>I. □ Stay of Ex</li> <li>m. □ Appeal of</li> </ol>	ecution Denial of Stay	o. 🗌 Other
c. Sentencing	U.S. Supreme Court i. Dispositive	-	Writ of Certic				iorari to the U.S.
<ul> <li>d.</li></ul>	Writ of Certiorari j. 🗌 Appeal						
	•				-	-	ng Denial of Stay
	FOR SERVICES AND EXPE	NSES			FO	R COUR	T USE ONLY
16. SERVICES	FOR SERVICES AND EXPE		MOUNT CLAIM	ED	FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES	FOR SERVICES AND EXPE		MOUNT CLAIM	ED	FO	R COUR	T USE ONLY
16. SERVICES (Attach itemization	FOR SERVICES AND EXPE AND EXPENSES on of services with dates)		MOUNT CLAIM	ED	FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES (Attach itemization a. Compensation b. Travel Expenses (lodging, parkin c. Other Expenses	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.)		MOUNT CLAIM	ED	FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES (Attach itemization a. Compensation b. Travel Expenses (lodging, parkin c. Other Expenses GRAND TOTALS (CLA	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.)	AN		ED	FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES (Attach itemization a. Compensation b. Travel Expenses (lodging, parkin c. Other Expenses GRAND TOTALS (CLA	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.)	AN		ED	FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES (Attach itemization) a. Compensation b. Travel Expenses (lodging, parkin) c. Other Expenses GRAND TOTALS (CLA)	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.)	AN	ESS		FO MATH/TECH	R COUR	T USE ONLY ADDITIONAL
16. SERVICES (Attach itemization a. Compensation b. Travel Expenses (lodging, parkin c. Other Expenses GRAND TOTALS (CLA	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.)	AN	ESS		FO MATH/TECH ADJUSTED A	R COUR	T USE ONLY ADDITIONAL
<ul> <li>SERVICES (Attach itemization)</li> <li>Compensation</li> <li>Travel Expenses (lodging, parking)</li> <li>Other Expenses</li> <li>GRAND TOTALS (CLA)</li> <li>PAYEE'S NAME (First Name, M.I., CLAIMANT'S CERTIFICATION)</li> </ul>	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.) IMED AND ADJUSTED): ., Last Name, including any suffix), AND M	AN MAILING ADDR	ESS TIN: -		FO MATH/TECH ADJUSTED A	R COUR INICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>a. Compensation</li> <li>b. Travel Expenses (lodging, parking)</li> <li>c. Other Expenses</li> <li>GRAND TOTALS (CLA</li> <li>17. PAYEE'S NAME (First Name, M.I.,</li> <li>CLAIMANT'S CERTIFICATION CLAIM STATUS</li> </ul>	FOR SERVICES AND EXPE         AND EXPENSES         on of services with dates)         ng, meals, mileage, etc.)         IMED AND ADJUSTED):         ., Last Name, including any suffix), AND N         N FOR PERIOD OF SERVICE FROM         Final Payment       Interim Payment	AN AILING ADDR	ESS TIN: - Telepho	one	TO	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>Compensation</li> <li>Travel Expenses (lodging, parking)</li> <li>Other Expenses</li> <li>GRAND TOTALS (CLA</li> <li>PAYEE'S NAME (First Name, M.I.,</li> <li>CLAIMANT'S CERTIFICATION CLAIM STATUS</li> </ul>	FOR SERVICES AND EXPE AND EXPENSES on of services with dates) ng, meals, mileage, etc.) IMED AND ADJUSTED): ., Last Name, including any suffix), AND M	AN AILING ADDR	ESS TIN: - Telepho	one	TO	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>a. Compensation</li> <li>b. Travel Expenses (lodging, parking)</li> <li>c. Other Expenses</li> <li>GRAND TOTALS (CLA)</li> <li>17. PAYEE'S NAME (First Name, M.I., CLAIMANT'S CERTIFICATION)</li> <li>CLAIMANT'S CERTIFICATION</li> <li>CLAIM STATUS</li> </ul>	FOR SERVICES AND EXPE         AND EXPENSES         on of services with dates)         ng, meals, mileage, etc.)         IMED AND ADJUSTED):         ., Last Name, including any suffix), AND N         N FOR PERIOD OF SERVICE FROM         Final Payment       Interim Payment	AN AILING ADDR	ESS TIN: - Telepho	one	TO	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>Compensation</li> <li>Travel Expenses (lodging, parking)</li> <li>Other Expenses</li> </ul> GRAND TOTALS (CLA) 17. PAYEE'S NAME (First Name, M.I.) CLAIMANT'S CERTIFICATION CLAIMANT'S CERTIFICATION CLAIM STATUS I hereby certify that the above claim is for Signature of Claimant/Payee	FOR SERVICES AND EXPE         AND EXPENSES         on of services with dates)         ng, meals, mileage, etc.)         IMED AND ADJUSTED):         ., Last Name, including any suffix), AND N         N FOR PERIOD OF SERVICE FROM         Final Payment       Interim Payment	AN AILING ADDR	ESS TIN: _ Telepho eccived payment (co	one	FO MATH/TECH ADJUSTED A TO TO	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>Compensation</li> <li>Travel Expenses (lodging, parking)</li> <li>Other Expenses</li> </ul> GRAND TOTALS (CLA) 17. PAYEE'S NAME (First Name, M.I.) CLAIMANT'S CERTIFICATION CLAIMANT'S CERTIFICATION CLAIM STATUS I hereby certify that the above claim is for Signature of Claimant/Payee	FOR SERVICES AND EXPE         AND EXPENSES         on of services with dates)         ng, meals, mileage, etc.)         IMED AND ADJUSTED):         ., Last Name, including any suffix), AND N         N FOR PERIOD OF SERVICE FROM         Final Payment         Interim Payment         Interim Payment	AN AILING ADDR	ESS TIN: _ Telepho eccived payment (co	one	FO MATH/TECH ADJUSTED A TO TO	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
<ul> <li>SERVICES (Attach itemization)</li> <li>a. Compensation</li> <li>b. Travel Expenses (lodging, parking)</li> <li>c. Other Expenses</li> <li>GRAND TOTALS (CLA)</li> <li>17. PAYEE'S NAME (First Name, M.I.)</li> <li>CLAIMANT'S CERTIFICATION</li> <li>CLAIM STATUS □</li> <li>Ihereby certify that the above claim is for Signature of Claimant/Payee</li> <li>18. CERTIFICATION OF ATTORNEY</li> </ul>	FOR SERVICES AND EXPE         AND EXPENSES         on of services with dates)         ng, meals, mileage, etc.)         IMED AND ADJUSTED):         ., Last Name, including any suffix), AND N         N FOR PERIOD OF SERVICE FROM         Final Payment         Interim Payment         Interim Payment	AN ANILING ADDR ent Number ave not sought or re	ESS TIN: - Telepho eccived payment <i>(co</i> se.	one 	FO MATH/TECH ADJUSTED A TO S ion or anything of valu Date	R COUR NICAL MOUNT	T USE ONLY ADDITIONAL REVIEW
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# IN COURT HOURLY WORKSHEET AND INSTRUCTIONS

The "in-court" worksheet was devised to standardize the itemization and documentation of hourly totals and "in-court" services performed by court appointed counsel in the defense of a client under the Criminal Justice Act. Each submission shall include the following:

- 1) The case number and the CJA 20 Voucher Number pertaining to the claim.
- 2) For each "in-court" service rendered, provide the following:
  - a) the date the service was performed
  - b) a brief description of the service performed
  - c) the time spent performing the service

The time spent performing the service should be reported in <u>tenths of hours</u>\*. In addition, the time reported shall be listed under the appropriate in-court service category, i.e., arraignment and/or plea, motions and requests, bail hearings, etc.

After the hours claimed have been documented, total the hours column pertaining to each service category. Should more than one page be required, a page total should be provided on each page. Each page should be numbered, Page 1 of 2, Page 2 of 2, etc.

A grand total of all page totals should be provided on the final page. The grand total hours for each service category should then be transferred to Item 17 of the CJA 20 Voucher Form. The "in-court" compensation should then be calculated by multiplying the total number of hours spent in court by the hourly rate. Enter this figure in Item 17A.

Attach the "in-court" hourly worksheet(s) to the CJA 20.

*	6 Minutes	=	.1	Hour	36 Minutes	=	.6	Hour	
	12 Minutes	=	.2	Hour	42 Minutes	=	.7	Hour	
	18 Minutes	=	.3	Hour	48 Minutes	=	.8	Hour	
	24 Minutes	=	.4	Hour	54 Minutes	=	.9	Hour	
	30 Minutes	=	.5	Hour	60 Minutes	=	1.0	Hour	

# FORM--IN COURT HOURLY WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number:

Voucher Number : \_\_\_\_\_

In Court Hourly Worksheet Brief Arraignment Bail and Motions Trial Sentence Revocation Other Appeals Date and/or pleas Explanation Detention Hearings Hearings Hearings Court of Services Hearings

 Image: Constraint of the second se

Grand Total

# **OUT-OF-COURT HOURLY WORKSHEET AND INSTRUCTIONS**

The "out-of-court" worksheet was devised to standardize the itemization and documentation of hourly totals and "out-of-court" services performed by court appointed counsel. The following information shall be provided on the worksheet:

- 1) The case number and CJA 20 Voucher Number pertaining to the case.
- 2) For each "out-of-court" service rendered provide the following:
  - a) the date the service was performed
  - b) a brief description of the service performed; and
  - c) the time spent performing the service

The time spent performing the service shall be reported in <u>tenths of hours</u>. In addition, the time reported shall be listed under the appropriate "out-of-court" service category, i.e., Interviews and conferences, obtaining and review records, legal research and brief writing, etc.

Note: Travel time to and from court (or the place where service is rendered) may not be claimed if the round-trip time is less than one hour.

Once all "out-of-court" services have been documented, total the hours column pertaining to each service category. Should more than one page be required, a page total should be provided on each page. Each page should be numbered, Page 1 of 2, Page 2 of 2, etc.

A grand total of all page totals should be provided on the final page. The grand total hours for each service category should then be transferred to Item 18 of the CJA 20 Voucher Form. The "out-of-court" compensation should be calculated by multiplying the applicable rate per hour by the total hours. Enter this figure in Item 18A.

Once all necessary information has been completed and transferred to the CJA 20 Form, , attach the "out-of-court" worksheet(s) to the CJA 20.

# FORM--OUT OF COURT HOURLY WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number: \_\_\_\_\_

Voucher Number : \_\_\_\_\_

Out of Court Hourly Works	heet
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Date	Brief Explanation of	Interviews and	Obtaining and	Legal research and brief writing	Travel time	Investigative
	Services	conferences	reviewing records	and brief writing		and other work
Page Total						
Grand Total						

# **OTHER EXPENSE WORKSHEET AND INSTRUCTIONS**

The "other" expense worksheet was devised to standardize the itemization of other reimbursable expenses incurred by court appointed counsel under the Criminal Justice Act. Each attorney shall provide the following information on the worksheet:

- 1. The district court case number or magistrate case number pertaining to the claim.
- 2. For each item incurred, provide the following:
  - a) the date incurred,
  - b) a brief explanation of the expense; and
  - c) the amount of expense incurred.

Expense items such as mileage and copying should reflect the total miles and pages, respectively, multiplied by the applicable rate. The expenses incurred should then be listed under the appropriate "other" expense category, i.e., mileage, parking, meals, etc. Once all necessary information has been completed and transferred to the CJA 20 Form, attach supporting documentation, i.e., receipts, canceled checks and invoices for all expenses in excess of \$50.00.

# FORM--OTHER EXPENSE WORKSHEET

Page \_\_\_\_\_ of \_\_\_\_\_

Case Number:

Voucher Number : \_\_\_\_\_

Out of Court Hourly Worksheet									
Date	Brief Explanation of Services	Interviews and conferences	Obtaining and reviewing records	Legal research and brief writing	Travel time	Investigative and other work			
Page Total									
Grand Total									

Out of Court Hourly Worksheet