

## Attorney Services Detailed Budget Worksheet for Non-capital Representations with the Potential for Extraordinary Cost

This detailed budget worksheet is for use by counsel in preparing the summary of anticipated attorney services for representations that “appear likely to become or have become extraordinary in terms of potential cost” as set forth in subparagraph 2.22B(4) of the Guidelines for the Administration of the Criminal Justice Act and Related Statutes, Volume VII, *Guide to Judiciary Policies and Procedures*. The figure at the end of each section should be transferred to the summary budget worksheet for submission to the court. (In some instances, the court may request the detailed worksheet as well as the summary.) The document automatically totals hours and dollar amounts.

**Date:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

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

**Name of Appointed Attorney:** \_\_\_\_\_

**Date of Appointment:** \_\_\_\_\_

**Hourly Rate:** \_\_\_\_\_

**Trial Date:** \_\_\_\_\_

**List additional attorneys authorized pursuant to paragraph 2.11A of CJA Guidelines:**

**I. Discovery Retrieval, Organization, and Review** **Hours**  
(including documents and information generated by defense investigation)

A. Estimated Quantity of Discovery

1. Pages of Discovery/Documents: \_\_\_\_\_

2. Number of Audiotapes: \_\_\_\_\_

Hours of Tape: \_\_\_\_\_

3. Number of Videotapes: \_\_\_\_\_

Hours of Tape: \_\_\_\_\_

4. Other (specify): \_\_\_\_\_

B. Discovery Retrieval (including printing of CD ROMs): \_\_\_\_\_

C. Discovery Review and Organization

1. Documents: \_\_\_\_\_

- 2. Audiotapes: \_\_\_\_\_
  - 3. Videotapes: \_\_\_\_\_
  - 4. Other: \_\_\_\_\_
- Subtotal Hours:** \_\_\_\_\_

**II. Trial** **Hours**

- A. Estimated Length of Trial in Days: \_\_\_\_\_
  - B. In-Court Time
    - 1. Hours in court per day: \_\_\_\_\_
    - 2. In-court hours for trial (number of days multiplied by hours per day): \_\_\_\_\_
  - C. Travel Time to/from Court
    - 1. Hours of travel per day: \_\_\_\_\_
    - 2. Travel hours for trial (number of days multiplied by hours per day): \_\_\_\_\_
  - D. Out-of-Court Hours for Trial Preparation  
(directly related to trial preparation immediately preceding and during trial, including weekends): \_\_\_\_\_
- Subtotal Hours:** \_\_\_\_\_

**III. Motions and Hearing** **Hours**

- A. Preliminary Proceedings  
(including detention/bail hearings, preliminary hearing, arraignment, status conferences, hearings on requests for expert and other services)
  - 1. Estimated hours in court: \_\_\_\_\_
  - 2. Estimated travel hours to/from court: \_\_\_\_\_
  - 3. Estimated out-of-court hours for preparation  
(including researching and writing pleadings): \_\_\_\_\_
- B. Discovery Hearings
  - 1. Estimated hours in court: \_\_\_\_\_
  - 2. Estimated travel hours to/from court: \_\_\_\_\_

- 3. Estimated out-of-court hours for preparation (including researching and writing pleadings, but *excluding* discovery review captured in I, supra):

\_\_\_\_\_

C. Hearings on Challenges to Charges and Evidence

- 1. Estimated hours in court:
- 2. Estimated travel hours to/from court:
- 3. Estimated out-of-court hours for preparation (including researching and writing pleadings and preparing *non-expert* witnesses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Hearings Related to Sentencing

- 1. Estimated hours in court:
- 2. Estimated travel hours to/from court:
- 3. Estimated out-of-court hours for preparation (including reviewing PSR, researching and writing pleadings and memoranda, and preparing *non-expert* witnesses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subtotal Hours:**

\_\_\_\_\_

**IV. Witness Interviews and Other Investigation**

**Hours**

(including interviews of family members, but *excluding* expert witnesses, captured in VI, infra)

A. Local Witness Interviews

- 1. Number of potential witnesses to be contacted locally: \_\_\_\_\_
- 2. Estimated hours of investigation/interviews (including attorney travel time, but *excluding* travel costs, captured in IX, infra):

\_\_\_\_\_

B. Non-Local Witness Interviews

- 1. Number of potential witnesses to be contacted non-locally: \_\_\_\_\_
- 2. Estimated hours of investigation/interviews (including attorney travel time, but *excluding* travel costs, captured in IX, infra):

\_\_\_\_\_

C. Other Investigation

1. Specify form: \_\_\_\_\_
2. Estimated hours of investigation  
(including attorney travel time, but *excluding* travel costs,  
captured in IX, infra): \_\_\_\_\_

**Subtotal Hours:** \_\_\_\_\_

**V. Client Consultation** **Hours**  
(including correspondence)

A. Client Meetings/Consultations

1. Estimated number of meetings/consultations: \_\_\_\_\_
2. Estimated hours of consultation  
(including time spent entering and leaving detention facility,  
but *excluding* attorney travel time): \_\_\_\_\_
3. Travel time to/from client
  - a. Is client held in a remote facility  
or on bond out of the district (Y or N)? \_\_\_\_\_
  - b. If yes above, what is round-trip  
travel time to client? \_\_\_\_\_
  - c. Total estimated hours of travel time to client  
(estimated number of trips multiplied by round-trip travel time): \_\_\_\_\_

B. Other Client Consultation, Including Correspondence

1. Specify form: \_\_\_\_\_
2. Estimated hours of other client consultation: \_\_\_\_\_

**Subtotal Hours:** \_\_\_\_\_

**VI. Expert Witness Consultation** **Hours**  
(including time spent locating, corresponding, and consulting with experts,  
as well as time preparing expert witnesses to testify)

List below each expert witness by name and area of expertise:

A. \_\_\_\_\_

B. \_\_\_\_\_

- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

**Subtotal Hours:** \_\_\_\_\_

**VII. Other Meetings and Consultations**

**Hours**

- A. With Prosecutors and Case Agents: \_\_\_\_\_
- B. With Co-counsel and Associates: \_\_\_\_\_
- C. With Investigators and Paralegals: \_\_\_\_\_
- D. With Counsel for Codefendants: \_\_\_\_\_
- E. Total Estimated Travel Time for Other Meetings and Consultations: \_\_\_\_\_

**Subtotal Hours:** \_\_\_\_\_

**VIII. Case Budget Preparation Time**

**Hours**

- A. Time Spent Preparing Case Budget (including determining per diem rates and meeting with court personnel): \_\_\_\_\_

**Subtotal Hours:** \_\_\_\_\_

**Grand Total Hours:**

**IX. Travel Costs**

**Dollars**

- A. Local Travel
  - POV mileage rate: \_\_\_\_\_
  - 1. Trips to meet with defendant

- a. Number of trips: \_\_\_\_\_
- b. Miles per round-trip: \_\_\_\_\_
- c. Estimated cost of travel: \_\_\_\_\_
- 2. Trips to view evidence, to crime scene(s), and to meet with prosecutors and case agents
  - a. Number of trips: \_\_\_\_\_
  - b. Estimated cost of travel: \_\_\_\_\_
- 3. Trips to confer with experts
  - a. Number of trips: \_\_\_\_\_
  - b. Estimated cost of travel: \_\_\_\_\_
- 4. Trips to obtain records and locate/interview witnesses
  - a. Number of trips: \_\_\_\_\_
  - b. Estimated cost of travel: \_\_\_\_\_
- B. Travel Requiring Air/Train Transportation, Rental Vehicle and/or Overnight Stay (using government travel rates and per diems for purpose of estimate)
  - 1. Meet with defendant
    - a. Location: \_\_\_\_\_
    - b. Number of trips: \_\_\_\_\_
    - c. Estimated cost of travel: \_\_\_\_\_
  - 2. Trips to view evidence, to crime scene(s), and to meet with prosecutors and case agents
    - a. Number of trips: \_\_\_\_\_
    - b. Estimated cost of travel: \_\_\_\_\_
  - 3. Trips to confer with experts
    - a. Name and Type of Expert: \_\_\_\_\_
    - Location: \_\_\_\_\_
    - Number of trips: \_\_\_\_\_
    - Estimated cost of travel: \_\_\_\_\_
    - b. Name and Type of Expert: \_\_\_\_\_
    - Location: \_\_\_\_\_

Number of trips: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

c. Name and Type of Expert: \_\_\_\_\_

Location: \_\_\_\_\_

Number of trips: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

d. Name and Type of Expert: \_\_\_\_\_

Location: \_\_\_\_\_

Number of trips: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

e. Name and Type of Expert: \_\_\_\_\_

Location: \_\_\_\_\_

Number of trips: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

f. Name and Type of Expert: \_\_\_\_\_

Location: \_\_\_\_\_

Number of trips: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

4. Trips to obtain records and locate witnesses

Number of trips: \_\_\_\_\_

a. Location: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

b. Location: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

c. Location: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

5. Other travel

a. Purpose: \_\_\_\_\_

Location: \_\_\_\_\_

- b. Purpose: \_\_\_\_\_  
Location: \_\_\_\_\_
- c. Purpose: \_\_\_\_\_  
Location: \_\_\_\_\_
- d. Estimated cost of other travel: \_\_\_\_\_

**Total Travel Costs:**

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Note to Court: If extensive out-of-district attorney travel is anticipated, the Court may wish to require a more detailed travel budget. In addition, the court should determine whether it will issue “blanket” travel authorization for all specified and budgeted trips, or whether it will approve the attorney travel “seriatim.”

**X. Other Miscellaneous Costs and Expenses**

**Dollars**

- A. Criminal Records Checks: \_\_\_\_\_
- B. Records Retrieval: \_\_\_\_\_
- C. Copying Costs (including discovery): \_\_\_\_\_
- D. Transcripts: \_\_\_\_\_
- E. Costs of Computer-Assisted Legal Research: \_\_\_\_\_
- F. Trial Aids: \_\_\_\_\_
- G. Other Costs (specify): \_\_\_\_\_

**Total Miscellaneous Costs and Expenses:**

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**Approved Case Budget for Attorney Services:**

**Dollars**

**Attorney Time**

- Hourly Rate: \_\_\_\_\_
- Hours: \_\_\_\_\_
- Fees Approved (hours multiplied by hourly rate): \_\_\_\_\_



**Travel Costs:**

\_\_\_\_\_

**Other Miscellaneous Costs and Expenses:**

\_\_\_\_\_

**Grand Total Budget for Attorney Services:**

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