

IN COURT HOURLY WORKSHEET

This 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 attorney should provide the following on the worksheet:

1. The Case Number and 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 will be reported in tenths of hours (ie., .2, .5, .8). In addition, the time reported will be listed under the appropriate In Court Service category (ie., Arraignment/Plea, Motions and Requests, Bail Hearings, etc.).

Once all In Court Services have been documented the hours column pertaining to each service category will be totaled. If more than one page is required a page total should be provided on each page. A grand total of all page totals should then be provided on the final page. The grand total hours for each service category will then be transferred to Item 15 of the CJA-20 and listed by the applicable In Court Service and totaled to arrive at the total hours for all In Court Services. The In Court Compensation should then be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered (ie., Page 1 of 2, Page 2 of 2, etc.).

Once all necessary information has been completed and transferred to the CJA-20, the In Court Hourly Worksheet must be attached to the CJA-20.

OUT OF COURT HOURLY WORKSHEET

This worksheet was devised to standardize the itemization and documentation of Hourly Totals and Out of Court Services performed by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. Each attorney should provide the following on the worksheet:

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.
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
 - c.) The time spent performing the service

The time spent performing the service will be reported in tenths of hours (ie., .2, .5, .8). In addition, the time reported will be listed under the appropriate Out of Court Service category (ie., Interviews and Conferences, Obtaining and Reviewing Records, Legal Research and Brief Writing, etc.).

NOTE: Travel time to and from court (or other 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 the hours column pertaining to each service category will be totaled. If more than one page is required a page total should be provided on each page. A grand total of all page totals should then be provided on the final page. The grand total hours for each service category will then be transferred to Item 16 of the CJA-20 and listed by the applicable Out of Court Service and totaled to arrive at the total hours for all Out of Court Services. The Out of Court Compensation should then be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered (ie., Page 1 of 2, Page 2 of 2, etc.).

Once all necessary information has been completed and transferred to the CJA-20, the Out of Court Hourly Worksheet must be attached to the CJA-20.

TRAVEL & OTHER EXPENSES WORKSHEET

This worksheet was devised to standardize the itemization and documentation of other reimbursable expenses incurred by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. Each attorney should provide the following on the worksheet:

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.
2. For each reimbursable expense incurred provide the following:
 - a.) The date the expense was incurred
 - b.) A brief explanation of the expense incurred
 - c.) The amount of expense incurred

Attach supporting documentation (ie., receipts, canceled checks and invoices) for all expenses in excess of \$50. Such expense items as mileage and copying should show the total miles and pages, respectively, multiplied by the applicable rate to arrive at the expenses incurred. The expenses incurred should then be listed under the appropriate travel or other expense category.

Once all travel and other expenses have been itemized, total each column listing the Total Amount. Transfer and list travel expenses and their applicable totals using the space provided on Item 17 of the CJA-20. Transfer and list other expense categories and their applicable totals using the space provided on Item 18 of the CJA-20. The Travel & Other Expenses Worksheet along with any supporting documentation must then be attached to the CJA-20.