

## Helpful tips regarding CJA 20 voucher categories:

(Adapted from the work of the First Circuit CJA Case-Budgeting Attorney)

### In-Court Service Types:

- In-Court service types are for actual hearings and telephone conferences **with a judge in attendance**.
- Time is calculated from the time the hearing is scheduled to begin through the conclusion of the hearing, excepting extended breaks for lunch and when other work may be performed.

Note: Travel, preparation for hearing, conference with client, etc. billed elsewhere (see below)

### Interview and Conferences:

- Interviews/Meetings/Conferences (in person or remote)
- Communications - Oral (telephone calls) and Written (letters/emails/texts)
- Grand Jury appearances with client

### Obtaining and Reviewing Records:

- Review and Analysis of Documents/Reports
- Database Review
- Review Audio/Video/CD/DVD/Photos/Hard Drive
- PSR review

### Legal Research and Brief Writing:

- Motions
- Briefs/Memorandums
- Discovery letter
- PSR Objections
- Sentencing Memorandum

### Travel Time:

- Travel time (round trip) to Court/Detention Facility/Crime Scene
- Travel is from office unless departure location is closer to destination. Travel should be done by most cost-effective means, taking into account travel time and cost of travel. Remember, travel time may be claimed only when travel is greater than 20 miles in distance.
- **Combining Travel:** When traveling to visit clients in jail, consider combining trips if you have multiple clients in the same facility – especially distant facilities. In such situations, the attorney is required to prorate **travel time** between defendants. **However, mileage and other expenses cannot be divided between defendants, therefore mileage must be submitted on a single defendant's voucher.**

### Investigative or Other Work:

- Crime Scene inspection
- Physical evidence inspection
- Preparation for hearings or trial (direct/cross examinations, opening & closing arguments, creating trial binders and exhibits)

**EXAMPLES - DETAILED DESCRIPTION OF SERVICES:**

**Do this...**

Date	Service	Time	Description
4/5/16	Travel Time	1.0	Traveled by private car to locate and meet with two possible eyewitnesses (W1 and W2) in Lewiston, ME (includes travel to and within Lewiston to two separate residences)
4/5/16	Interviews and Conferences	1.6	Interviewed two possible eyewitnesses (W1 and W2) in Bangor, ME, at their separate residences
4/8/16	Obtaining and Reviewing Records	1.5	Reviewed 200 pages of wiretap transcripts (Bates Nos. 220-420)
4/17/16	Legal Research and Brief Writing	5.2	Researched whether the search of client's car without a warrant was unlawful; drafted motion to suppress (Doc. 112)
4/20/16	Obtaining and Reviewing Records	2.0	Reviewed cell site data, took notes, and drafted timeline. Approx. 150 pages of cell site discovery (no bates numbers).

**Not this...**

Date	Service	Time	Description
4/5/16	Travel Time	1.0	Travel
4/5/16	Interviews and Conferences	1.6	Witness interviews
4/8/16	Obtaining and Reviewing Records	1.5	Reviewed discovery
4/17/16	Legal Research and Brief Writing	5.2	Legal research and writing
4/20/16	Obtaining and Reviewing Records	2.0	Reviewed discovery

**PROPER CLASSIFICATION OF SERVICES:**

**Do this...**

Date	Service	Time	Description
4/5/16	Interviews and Conferences	1.6	Met with AUSA (.4); phone call with client (.4); met with client at jail (.8)
4/5/16	Obtaining and Reviewing Records	3.2	Reviewed 302s re: Count 1 (Bates Nos. 001-225)
4/5/16	Legal Research and Brief Writing	1.5	Legal research for motion to suppress re car stop
7/7/16	Motion Hearing	2.7	Evidentiary hearing on motion to suppress
7/7/16	Travel Time	0.8	Travel RT to Court for motion to suppress hearing

**Not this...**

Date	Service	Time	Description
4/5/16	Interviews and Conferences	4.1	Met with AUSA; phone call with client; Reviewed 302s re: Count 1 (Bates Nos. 001-225) reviewed 200 pages of wiretap transcripts; met with client at jail; legal research for motion to suppress re car stop)

7/7/16	Motion hearing	3.5	Court hearing, travel to court roundtrip
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