

United States District Court District of New Hampshire



Time and Expenses in Common Form

When billing under the CJA:

- Attorneys must prorate time spent in common between CJA representations.
- Service providers have the option of prorating time spent in common with another CJA representation or billing it all to one representation.
- Both attorneys and service providers must bill expenses incurred in common to only one of the representations.

Attorneys and service providers must complete this form and attach it to vouchers submitted to the court when billing for time spent and/or expenses incurred in common with more than one CJA representation. Additionally, the supporting materials to the voucher on which the time and expenses are billed must cross-reference the other CJA representation(s).

Check one:

I am a panel attorney prorating time between representations.

I am a service provider prorating time between representations.

I am a service provider billing time to one representation.

Case Number	Client Represented	Dates In Common

I am (or will be) claiming \$_____ for expenses in common and am (or will be) submitting such charges on the voucher for the following CJA client: _____

Claimant's Name: _____ Date: _____

Signature: _____