

Future Anticipated Attorney Services Budget Worksheet

Pursuant to Standing Order 15-4, CJA counsel are required to submit a CJA 20 voucher as soon as the total unpaid attorney compensation (i.e. the amount inserted on CJA 20, sections 15 & 16 combined) exceeds the statutory maximum as defined in 18 U.S.C. § 3006A(d)(2). In addition, the voucher shall be accompanied by, inter alia, a proposed budget that outlines the anticipated future attorney compensation that will be incurred until the resolution of the case. This form should be used to develop that future budget.

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:

**Attorney
Hours**

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

Hours: _____

- II. Trial**
(including in-court time, travel time, and out-of-court time directly related to trial preparation immediately preceding and during trial)

Based on estimated length of trial in days: _____

Hours: _____

III. Motions and Hearing

(including in-court time, travel time, and out-of-court preparation time for preliminary proceedings through sentencing)

Hours: _____

IV. Witness Interviews and Other Investigation

(including travel time, time interviewing family members, and other investigation, but *excluding* witnesses)

Hours: _____

V. Client Consultation

(including correspondence, attorney travel time, time spent entering and leaving detention facility, and client consultation time)

Hours: _____

VI. Expert Witness Consultation

(time spent locating, corresponding, and consulting with experts, as well as time preparing expert witnesses to testify)

Hours: _____

VII. Other Meetings and Consultations

(including attorney travel time, and meeting time with prosecutors and case agents, co-counsel and, associates, investigators and paralegals, counsel for codefendants)

Hours: _____

VIII. Case Budget Preparation Time

Hours: _____

Grand Total Hours:

Dollars

IX. Travel Costs

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

Travel Costs:

X. Other Miscellaneous Costs and Expenses

Miscellaneous Costs and Expenses:

Approved Case Budget for Attorney Services:

Dollars

Attorney Time

Hourly
Rate: _____

Hours: _____

Fees Approved (hours multiplied by hourly rate): _____

Travel Costs and Other Miscellaneous Costs and Expenses: _____

**Grand Total Budget for Attorney
Services:**