

## Future Anticipated Attorney Services Budget Worksheet

Pursuant to Judge Lee's Standing Order on CJA Administration, CJA counsel are required to submit an ex parte proposed budget as soon as it may be reasonably anticipated that the total unpaid attorney compensation (i.e. the amount typically inserted on CJA 20, sections 15 & 16 combined) exceeds the statutory maximum as defined in 18 U.S.C. § 3006A(d)(2). This budget 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:**

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