

**Attorney Services Summary Budget Worksheet
for Non-capital Representations with the Potential for Extraordinary Cost**

This summary budget worksheet summarizes anticipated attorney services. The document should be submitted to the court in representations that “appear likely to become or have become extraordinary in terms of potential cost” as set forth in subparagraph 2.22B(4) of the Guidelines for the Administration of the Criminal Justice Act and Related Statutes, Volume VII, *Guide to Judiciary Policies and Procedures*. The accompanying detailed budget worksheet may be of assistance to counsel in preparing the summary. The document automatically totals hours and dollar amounts.

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

(including 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 to Court: If extensive out-of-district attorney travel is anticipated, the Court may wish to require a more detailed travel budget. The court should 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:

Other Miscellaneous Costs and Expenses:

**Grand Total Budget for Attorney
Services:**

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