

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

This summary budget worksheet summarizes anticipated “other” 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: _____

Type of Service: _____

Name of Provider: _____

Hourly Rate: _____

**Other Service
Hours**

I. Nature and Purpose of Services

A. Nature: _____
Purpose: _____

B. Nature: _____
Purpose: _____

C. Nature: _____
Purpose: _____

D. Nature: _____
Purpose: _____

II. Estimated Hours of Services (including travel time)

Total Hours:

Dollars

III. Travel Expenses

Travel Costs:

IV. Other Miscellaneous Costs and Expenses

Miscellaneous Costs and Expenses:

Approved Case Budget for Other Services:

Dollars

Other Services Time

Hourly Rate: _____

Hours: _____

Fees Approved (hours multiplied by hourly rate):

Travel Costs:

Other Miscellaneous Costs and Expenses:

Grand Total Budget for Other Services: