

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

This summary budget worksheet summarizes anticipated investigative 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 Investigator _____

Hourly Rate: _____

**Investigator
Hours**

I. Discovery/Document Review

(including documents and information generated by defense investigation)

Hours: _____

II. Investigation and Witness Interviews

(including travel and interview time)

Hours: _____

III. Meetings with Defense Attorneys, Client, and Expert Witnesses

(including travel and meeting time)

Hours: _____

IV. Other Meetings

(including travel and meeting time with prosecutors and case agents)

Hours:

V. Court Time

(including travel, testifying, and assisting counsel at trial and hearings)

Hours:

Grand Total Hours:

VI. Travel Costs

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

Travel Costs:

VII. Other Miscellaneous Costs and Expenses

Costs and Miscellaneous Expenses:

Approved Case Budget for Investigative Services:

Investigator Time

Hourly Rate: _____

Hours: _____

Fees Approved (hours multiplied by hourly rate):

Travel Costs:

Other Miscellaneous Costs and Expenses:

Grand Total Budget for Investigator:

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