

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

This summary budget worksheet summarizes anticipated expert 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: _____

Expert’s Name: _____

Type of Expert: _____

Hourly Rate: _____

Expert Hours

I. Discovery/Document Review

Hours: _____

II. Meetings with Defendant for Interviews and Testing

(including expert travel time, time spent entering and leaving detention facility, and meeting time)

Hours: _____

III. Meetings with Members of “Defense Team”

(including expert travel time and meeting time with attorneys, investigators, paralegals, and/or other defense experts, etc.)

Hours: _____

IV. Meetings and Interviews with Witnesses

(including expert travel time and meeting time with witnesses;
including members of defendant's family)

Hours:

V. Examination of Crime Scene(s) And/or Physical Evidence

(including expert travel time, viewing time, and lab time; including
physical/scientific testing of evidence)

Hours:

VI. Report Writing

(including review of literature)

Hours:

VII. Hearing and/or Trial Testimony

(including exhibit preparation time, testimony, other in-court time, and
expert travel time)

Hours:

**VIII. Meetings with Prosecuting Attorneys, Case Agents,
and Government Experts**

(including expert travel time; including depositions)

Hours:

Grand Total Hours:

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IX. Travel Costs

Dollars

Travel Costs:

X. Other Miscellaneous Costs and Expense

Miscellaneous Costs and Expenses:

Approved Case Budget for Expert

Dollars

Expert Time

Hourly Rate: _____

Hours: _____

Fees Approved (hours multiplied by hourly rate):

Travel Costs:

Other Miscellaneous Costs and Expenses:

Grand Total Budget for Expert: