

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

This detailed budget worksheet is for use by counsel in preparing the summary of anticipated “other” services for 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 figure at the end of each section should be transferred to the summary budget worksheet for submission to the court. (In some instances, the court may request the detailed worksheet as well as the summary.) The document automatically totals hours and dollar amounts.

Date: _____

Case Name: _____

Case Number: _____

Type of Service: _____

Name of Provider: _____

Hourly Rate: _____

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)

Hours

A. Discovery/Document Review and Analysis: _____

B. Meetings with Defense Counsel/Investigators/Paralegals: _____

C. Meetings with Experts: _____

- D. Meetings with Prosecutors/Case Agents: _____
- E. Crime Scene/Evidence Inspection (if not captured above): _____
- F. Meetings with Witnesses (other than experts): _____
- G. Exhibit Preparation: _____
- H. Report Preparation _____
- I. Time in Court (for hearings and trial): _____
- J. Other (specify): _____

Total Hours:

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III. Travel Expenses

Dollars

A. Out-of-District Travel

- 1. Location: _____
Estimated cost: _____
- 2. Location: _____
Estimated cost: _____
- 3. Location: _____
Estimated cost: _____
- 4. Location: _____
Estimated cost: _____

B. Local Travel (general estimate of cost): _____

Total Travel Costs:

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IV. Other Miscellaneous Costs and Expenses

Dollars

- A. Type: _____
Amount: _____

B. Type:	_____	
Amount:		_____
C. Type:	_____	
Amount:		_____
Total Miscellaneous Costs and Expenses:		<input type="text"/>

Approved Case Budget for Other Services:

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:

(Note: The worksheet for “Other Services” calls for a less detailed justification of the work provided than do the Attorney, Expert, or Investigator worksheets. The nature of the case and its complexity should be understood by the court from the Attorney/ Investigator/Expert worksheets.)