

INSTRUCTIONS/GUIDELINES FOR COMPLETING CJA WORKSHEETS

[ADOBE ACROBAT® VERSION]

Worksheets **must**: (1) be legible; and (2) contain sufficient detail to support an audit and review by the CJA Administrator and the courts. Interactive standard form worksheets in Adobe Acrobat® format (“pdf”) have been developed to assist the CJA attorney in preparing vouchers. These worksheets are: (1) In-Court Worksheet; (2) Out-of-Court Worksheet; (3) Travel Expense Worksheet; (4) Expense Worksheet (Non-Travel); (5) Associate Worksheet; and (6) Paraprofessional/Law Clerk Worksheet. These interactive worksheets will perform the mathematical computations automatically and their use is encouraged to reduce the chances of mathematical error.

In making entries on the worksheets, the following should be observed:

Enter dates as mm/dd/yr, *e.g.*, 2/21/03 or 12/5/03. [NOTE: Entries in all worksheets must be in chronological order.]

Enter monetary amounts in dollars and cents **without** the currency sign, *e.g.*, 10.12 or 22.20.

Enter all time in increments of a tenth of an hour, *e.g.*, 2.3 or 1.7.

In-Court Worksheet: This worksheet is to be used to report in-court time expended by the appointed attorney. The worksheet is divided into categories that coincide with the in-court categories on the CJA 20 Voucher. ***Each entry must reflect discrete individual tasks and not simply list multiple tasks performed in a specified block of time.*** [NOTE: “In-court” time is limited to time actually spent in court; it does not include travel time to and from court or time spent preparing for a court hearing or trial; those times are reported as separate items on the Out-of-Court Worksheet.]

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Date” — Insert the date the service was rendered in mm/dd/yr format.

“Brief Description of Services” — Provide a description of court hearing or proceeding attended.

Example 1: Hrg on MTS (Pre-Arrest seizure of paraphernalia)

Example 2: Trial (Day 2)

Example 3: Detention hrg/3rd party release

Select the appropriate classification for the service rendered and enter the time expended for that service in increments of a tenth of an hour in the corresponding box.

Total the time expended in each category and the time spent in-court in all categories, and enter the totals in the corresponding boxes. [NOTE: *The interactive worksheets perform this computation automatically.*]

Out-of-Court Worksheet: This worksheet is to be used to report out-of-court time expended by the appointed attorney for which compensation is claimed. The worksheet is divided into categories that coincide with the out-of-court categories on the CJA 20 Voucher. *Each entry must reflect discrete individual tasks and not simply list multiple tasks performed in a specified block of time.*

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Date” — Insert the date the service was rendered in mm/dd/yr format.

“Brief Description of Services” — Provide a description of services provided in sufficient detail for the reviewing judicial officer to determine the reasonableness of the time expended in relation to the service provided.

- ★ For travel, include the places between which travel occurred and, if travel by other than common carrier, the distance in miles between the points traveled, and purpose of travel.

Example: Tvl to Seward & return to visit scene & interview witness M. Zarbo [126 miles each way]

- ★ Identify documents reviewed, including transcripts and pleadings, by title and page numbers; and, if necessary for an understanding of the task, explanation of its relevance to the federal proceedings.

Example 1: Review statements of witness (R. Green & T. Sawitall); note contradictory/inconsistent points [75 pages]

Example 2: Review trans of testimony of arresting officer at 7/11/03 MTS [11 pages]

Example 3: Review PSR [37 pages]

- ★ Identify documents and pleadings prepared by title and nature of the issues presented.

Example 1: Prepare MTS & memo of law re: paraphernalia seized in police raid

Example 2: Prepare reply to opp to MTD re: STA violation

- ★ Identify witnesses interviewed (if in the opinion of the appointed attorney it is inappropriate to provide the name of a witness, identification by type of witness, *e.g.*, “guilt phase witness #1” is sufficient) and topic of interview (a simple description of the general topic of discussion, not specific details, is required).

Example: Visit scene w/ and obtain stmt of M. Zarbo re: Observations in relation to actual on-site characteristics.

Example 2: Interview alibi wit #2 re: Date, time and place

- ★ Identify persons involved in telephone conversations or conferences and topics discussed (a simple description of the general topic of discussion, not specific details, is required).

Example 1: T/c AUSA re: Potential plea bargain

Example 2: Conf w/ D. Brown (atty for co-def White) re: M. Zarbo stmnt impact; coordinate use of arson investigator/expert

Example 3: Review and discuss PSR w/ def

★ For legal research, identify specific issues or topics researched.

Example: Research extent of "special maritime jurisdiction" w/i scope of 18 USC 81

Select the appropriate classification for the service rendered and enter the time in increments of a tenth of an hour in the corresponding box.

Total the time expended in each category and the time spent out-of-court in all categories, and enter the totals in the corresponding boxes. [NOTE: *The interactive worksheets perform this function automatically.*]

Attach all necessary explanatory materials. For example, justification is required if the time expended exceeds the following guidelines.

1. Document review time is less than 60 pages/hour.

2. If travel is by commercial air:

[A] For interstate airlines, including intra-state travel on interstate airlines, the time between the point of departure and the destination shown on the itinerary or carrier's published schedule, plus not more than two and one-half (2.5) hours;

[B] For intrastate scheduled commuter airlines, the time between the point of departure and the destination shown on the itinerary or carrier's published schedule, plus not more than one and one-half (1.5) hour; and

[C] For travel by air taxi, the time between the point of departure and the destination shown on the itinerary or carrier's published tariff, plus not more than one (1.0) hour.

3. If travel is by other common carrier, *e.g.*, bus or rail, the time between the point of departure and the destination as shown on the itinerary or carrier's published, plus not more than one (1) hour.

4. Non-local travel by other than a common carrier, *e.g.*, taxi, shuttle, privately owned vehicle, *etc.*, for each segment of the trip if a round trip or between three or more points:

[A] For travel for four miles or less, two-tenths of an hour; and

[B] For travel more than four miles, two-tenths of an hour plus one-tenth an hour for each four miles, or fraction thereof, traveled in excess of four miles.

5. For attorneys with offices located in Metropolitan Anchorage (downtown, midtown) for travel to and from:

[A] The U.S. Courthouse in Anchorage or a detention facility in the Anchorage Metropolitan area, four-tenths (0.4) of an hour;

[B] A detention facility in Eagle River, eight-tenths (0.8) of an hour; or

[C] A detention facility in the Matanuska-Susitna Borough, one and six-tenths (1.6) of an hour.

6. For attorneys with offices located in Eagle River or Chugiak for travel to and from:

[A] The U.S. Courthouse in Anchorage or a detention facility in the Anchorage Metropolitan area, eight-tenths (0.8) of an hour;

[B] A detention facility in Eagle River, four-tenths (0.4) of an hour; or

[C] A detention facility in the Matanuska-Susitna Borough, eight-tenths (0.8) of an hour.

7. For attorneys with offices in the Matanuska-Susitna Borough for travel to and from:

[A] The U.S. Courthouse in Anchorage or a detention facility in the Anchorage Metropolitan area, one and six-tenths (1.6) of an hour;

[B] A detention facility in Eagle River, eight-tenths (0.8) of an hour; or

[C] A detention facility in the Matanuska-Susitna Borough, four-tenths (0.4) of an hour.

8. For attorneys with offices in Fairbanks, Juneau, Ketchikan, and Nome, for travel to and from the courthouse located in that locale, four-tenths (0.4) of an hour.

NOTE: *Make sure that a copy of the applicable itinerary, schedule, or published tariff showing the times of departure, arrival and all lay-over times at way points are attached to this worksheet if not attached to the travel expense worksheet.*

Travel Expense Worksheet: This worksheet is to be used to report all travel or travel-related expenses for which compensation is claimed.

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Date” — Insert the date the expense was incurred in mm/dd/yr format.

Select the appropriate classification for the expense incurred and enter *total* expense incurred in that category on the date in the corresponding box, *e.g.*, if three parking expenses of \$3.00 each were incurred on the same day, the total of \$9.00 is to be entered in the box corresponding to the date in the “Parking/Tolls/Public Trans” column.

Total the expenses incurred in all categories for each day, the entire period by category, and all expenses for all categories and days, and enter the totals in the corresponding boxes. [NOTE: *The interactive worksheets perform this function automatically.*]

Attach copies of all receipts, travel itineraries, schedules, and tickets. Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.

Receipts are *required* for all travel expenses more than \$25.00 and *encouraged* for all expenses less than \$25.00. ***Notwithstanding this policy, receipts are always required for subsistence expenses (as defined in ¶ 9.5(a)(2)[A] of the CJA Compensation Policy Manual).***

Attach all explanatory materials. For example:

- ★ If the costs for meals and lodging exceeds the federal per diem rate, an explanation of the reasonableness and necessity for incurring the excess expenses is required; or
- ★ If the costs of transportation exceeds the applicable government rate, an explanation of the reasonableness and necessity for incurring the additional expense is required.

Attach copies of all funding and/or travel authorization orders.

Expense Worksheet (Non-Travel): This worksheet is used to report all non-travel expenses for which compensation is claimed.

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Date” — Insert the date the expense was incurred in mm/dd/yr format.

Select the appropriate classification for the expense incurred and enter the expense in the corresponding box.

“Postage/Delivery” — Charges for special delivery, *e.g.*, UPS, FedEx, DHL, express mail, or messenger are included in this category.

“In-House Copies” — insert the number of pages copied, the charge per copy (not to exceed \$0.15), and the total charges (number of copies multiplied by the per copy charge). [NOTE: if using an interactive worksheet, the total charges are computed automatically.]

“Outside Copying” — insert the number of pages copied and the total charge as shown on the invoice.

Total the expenses incurred in each category and the all expenses in all categories, and enter in the corresponding boxes. [NOTE: *The interactive worksheets perform this function automatically.*]

Attach copies of all required receipts. Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided.

Receipts are *required* for all non-travel expenses more than \$50.00 and *encouraged* for all expenses less than \$50.00. ***Notwithstanding this policy, receipts are always required for the following:***

1. Outside copying regardless of the amount; and
2. Premium delivery and messenger services, *e.g.*, Federal Express, UPS, *etc.*;

Attach any necessary explanations, e.g., necessity for special delivery services.

Attach copies of all funding orders.

Associate Worksheet: To be used to report all time (in-court and out-of-court) expended in connection with the appointment by associated attorneys in the same firm for which compensation is claimed. The worksheet is divided into categories that coincide with the in-court and out-of-court categories on the CJA 20 Voucher for which the use of associates is authorized.

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Name” — Insert the name of the associate who performed the services. [NOTE: A separate worksheet must be prepared for each associate performing services for which compensation is claimed.]

“Date” — Insert the date the service was rendered in mm/dd/yr format.

“Brief Description of Services” — Provide a description of services provided in sufficient detail for the reviewing judicial officer to determine the reasonableness of the time expended in relation to the service provided. [Follow the guidelines for completion of the attorney’s in-court and out-of-court worksheets.]

Select the appropriate classification for the service rendered and enter the time expended for that service in increments of a tenth of an hour in the corresponding box.

Total the time expended in each category, time spent in-court, and the total time spent out-of-court, and enter the totals in the corresponding boxes. [NOTE: *The interactive worksheets perform this function automatically.*]

Attach copies of all pre-authorization orders.

Paraprofessional/Law Clerk Worksheet: Used to report all time expended by paraprofessionals, law clerks and law students in connection with the appointment for which compensation is claimed. [NOTE: Although the worksheet is divided in categories that coincide with the out-of-court categories on the CJA 20, reimbursement for paraprofessionals, law clerks, and law students is claimed on a CJA 21 or 31, not a CJA 20 or 30.] If the payee is the law firm and submission is made on a single CJA 21/32, a single worksheet may be used for more than one paraprofessional or law clerk.

“USDC Case No.” — Insert the case number of the case.

“USDC Case Name” — Insert the name of the defendant. If a multiple defendant case, insert in the first named defendant followed by the name of the defendant represented in parens or brackets.

“Date” — Insert the date the service was rendered in mm/dd/yr format.

“Name/Rate” — Enter the name of the paraprofessional or law clerk performing the service and the hourly rate of compensation for that person.

“Brief Description of Services” — Provide a description of services provided (sufficient detail for the reviewing judicial officer to determine the reasonableness of the time expended in relation to the service provided). [Follow the guidelines for completion of the attorney’s in-court and out-of-court worksheets.]

Select the appropriate classification for the service rendered and enter the time in increments of a tenth of an hour in the “Time” box.

“Amt” — Multiply the time expended by hourly rate and enter in the “Amt” box. [NOTE: *The interactive worksheets perform this computation automatically.*]

Total the time expended and amounts claimed by all paraprofessionals/law clerks in each category and the time expended and compensation claimed by all paraprofessionals in all categories, and enter in the corresponding box. [NOTE: *The interactive worksheets perform this function automatically.*]

Attach any explanatory materials required, e.g., if the rate is in excess of the presumptive rate, the special skills possessed by the paraprofessional and the application of those skills to the case.

Attach copies of all funding or pre-authorization orders.

ACROBAT® INTERACTIVE WORKSHEETS

The Acrobat® version of interactive worksheets may be used on either Adobe Acrobat® or Adobe Acrobat® Reader, 4.0 or higher (5.0, or higher, is recommended). If Acrobat® Reader is used, you may complete and print the form, and save the blank form for future use. Acrobat® Reader does not permit changes to the form or saving a completed form. ***If using the Acrobat® Reader it is important to print and check the completed form before exiting. Once you exit the form, all data input is lost and only the blank form is available.***

For those who have the full version of Adobe Acrobat® you can save the entire document or you can save and later retrieve into a blank form the data in the data fields by using “FDF.” Using “FDF” saves only the data and thus use much less space than saving the entire completed document..

To save data:

1. Click on the “Export FDF” Button at the top of the first page.
2. Specify a location and filename, then click “Save.”

To retrieve data:

1. Click on the “Import FDF” Button at the top of the first page.

2. Select a file, and click “Select.”

To Clear Form: Click on the “Clear Form” Button at the top of the first page. This clears all data from the form. In using this feature you can switch from one project to another without exiting the form.

To Print Form: Click on the “Print” Button at the top of the page. [This also works with Acrobat Reader.]

Note: Although the “Print,” “Clear Form,” “Import FDF,” and “Export FDF” Buttons are visible on the screen they **do not** print.

1. Movement from field to field is by using the “Tab” key or placing the curser in the desired field using the curser keys or the mouse. Use of the “Tab” key will move the curser one field to the right or, in the case of the last field in a row, to the first field in the next row. The form is also programmed to skip the automatically computed fields when using the “Tab” key.

In those situations where there are common entries on multi-page forms, required information entered in any field is automatically transferred to the identical field elsewhere on the form. For example, it is only necessary to enter the case number or case name once and it will appear in all case number or case name fields on the form. It is necessary to manually insert the page number and total number of pages.

1. Fields that are automatically computed display “zeros” until an entry is made causing a computation.

2. **Caveat**: Tests of the Acrobat® version of the forms revealed that on occasion the program may “skip” a computational step, particularly when the curser is moved from field to field using the mouse, which causes totals to be understated. There are three ways to address this problem:

1. Re-download the form as it may have been corrupted in transmission.

2. If you have the full version of Adobe Acrobat and not just the Reader, open Tools/Forms/Set field calculation order and make sure that the calculation is arranged so that all fields with “T” as the last character are at the bottom of the list and that the *last* item for computation is:

Expense Worksheet – “TE”

In-Court Worksheet – “TIC”

Out-of-Court Worksheet – “GT”

Travel Worksheet – “TET”

Paraprofessional/Law Clerk Worksheet – “GTT” and “GTA” (the sequence of these two is irrelevant as long as they are the last two)

CJA 20 – “GT”

CJA 21 – “GT”

Acrobat® fields **do not** expand to accept more data. Consequently, the amount of data that may inserted in each “Brief Description of Services” field is limited. The maximum data (by number of characters) for the “Brief Description of Services” field in each form is as follows—

In-Court – 115 Characters in two lines

Out-of-Court – 100 Characters in two lines

Expenses (Non-Travel) – 55 Characters in a single line

Associate – 115 Characters in two lines

Paraprofessional/Law Clerk – 120 Characters in two lines

3. If using the Acrobat® Reader, unlike the WordPerfect® version, rows may not be added or deleted at will. The forms were designed assuming the use of the Acrobat® Reader and the number of entries provided should be sufficient to handle most cases. The user having the “full” Adobe Acrobat® may add or delete fields (the interactive forms have not been “locked” to prevent changes). [NOTE: If rows are inserted or deleted, it is necessary to “correct” the formulae for computing totals.]

The number of entries by worksheet is as follows.

In-Court Worksheet – provides 36 separate entries on two pages with the totals appearing on the last page. To use this worksheet, first determine the number of entries to be made. If there are no more than 16 entries, use only the last page.

Out-of-Court Worksheet – provides 50 separate entries on five pages with totals appearing on the last page. To use this worksheet, first determine the number of entries to be made. If there are no more than 10 entries, use page 5 only; if more than 10 but not more than 20, start on page 4; if more than 20 but less than 30, start on page 3; if more than 30 but less than 40, start on page 2; if more than 40, start on the first page.

Travel Expense Worksheet – provides 31 entries on a single page.

Expense (Non-Travel) Worksheet – provides 54 entries on two pages, with totals appearing on the second page. To use this worksheet, first determine the number of entries to be made. If there are no more than 26 entries, use the second page only; if more than 26 entries, start on the first page.

Associate Worksheet – provides for up to 30 entries on two pages, with the totals appearing on the second page. To use this worksheet, first determine the number of entry to be made. If there are no more than 14 entries, use the second page only; if more than 14 entries, start on the first page.

Paraprofessional/Law Clerk Worksheet – provides for up to 18 entries on two pages with the total time and amount for each category and a grand total for time and amount appearing on the last page. To use this worksheet, first determine the number of entries to be made. If there are no more than eight entries, use the second page only; if more than eight, start on the first page.

STANDARD ABBREVIATIONS

Text Abbreviations

acq	acquittal	declar	declaratory
ad pros	ad prosequendum	dft	default
ad test	ad testificandem	def	defendant
aff	affidavit	depo	deposition
a/k/a	also known as	det	detention
alt	alternative	disc	discovery
amend	amendment	dism	dismissed
ans	answer	disp	dispositive
appear	appearance	disq	disqualify
appl	application	DJ	District Judge
appt	appointment	dkt	docket
arr	arraignment	doc	document
assoc	association		
att	attachment	EOP	Entry of plea
atty	attorney	Et al	Et al ("and others")
		evid	evidentiary
brf	brief	exam	examination
		excl	excluded
cal	calendar	exec	executed
certif	certificate	exh	exhibit
clk	clerk	exon	exonerate
CJA	Criminal Justice Act	exped	expedited
COB	close of business	ext	extension
comm	commitment		
cmplt	complaint	fld	filed
conf	conference	fin	final
consec	consecutive	FPTC	final pretrial conference
consid	consideration	FF&CL	Findings of Facts and Conclusions of Law
consol	consolidation		
cont	continued	fug	fugitive
cy	copy of		
cnsl	counsel	govt	government
Ct	count	GJ	Grand Jury
crt	court		
crtmins	court minutes	H/C	Habeas Corpus
		hrq	hearing
DBA	doing business as		
ddl	deadline	I/A	initial appearance
decl	declaration	IOS	Imposition of Sentence

impr	imprisonment	pet	petition
Indt	Indictment	plf	plaintiff
I/P	In forma Pauperis	prej	prejudice
Info	Information	prel	preliminary
inj	injunction	PSR	Presentence Report
instr	instructions	PJ	Presiding Judge
interp	interpreter	PSR	Pre-Trial Services Report
interrog	interrogatories	PTC	Pre-Trial Conference
intv	intervention	ptm	pretrial motion
iss	issued	PTO	Pre-trial Order
		prev	previously
JP	Jury plan	prob	probation
judg	judgment	prop	proposed
		PO	Protective Order
lv	leave	psyc	psychiatric
ltr	letter	publ	publication
		per	pursuant to
MJ	Magistrate Judge	rcpt	receipt
memo	memorandum	recd	received
MO	Minute Order	rec	record
misc	miscellaneous	ref	reference
modif	modify, modification	re:	regarding
mon	month	rls	release
mot	motion	rlsd	released
MTD	Motion to Dismiss	rpt	report
MTS	Motion to Suppress	R&R	Report and Recommendation
NG	not guilty	req	request
NLT	no later than	resp	respondent
nolo	nolo contedere	revoc	revocation
No.	Number		
obj	objection	S&P	Scheduling & Planning
opp	opposition	sent	sentencing
o/a	oral argument	svc	service
ord	order	settl	settlement
O&J#	Order and Judgment Number	stmt	statement
O/R	Own Recognizance	stat	status
		stat rpt	status report
part	partial	stip	stipulation
pty	party	subp	subpoena
perm	permanent	subp d/c	subpoena duces tecum

sub	substitute	unexec	unexecuted
sum	summons		
Sindt	superseding indictment	V	versus
Sinfo	superseding information	vio	violation
SR	supervised release		
STA	Speedy Trial Act	war	warrant
STP	Speedy Trial Plan	w/	with
supp	supplement	w/att	with attached or with
susp	suspended		attachment
		w/d	withdrawn
TBC	trial by court	w/i	within
TBJ	trial by jury	w/o	without
t/c	telephone conference	wit	witness
tele	telephonic		
temp	temporary	yr	year
t/f	telefax (facsimile)		
TRO	Temporary Restraining Order		
trans	transcript		
transp	transportation		
trl	Travel		

Agency Abbreviations

AAG	Assistant Attorney General	MOA	Municipality of Anchorage
APD	Anchorage Police Department		
AG	Attorney General	NTSB	National Transportation Safety Board
AST	Alaska State Troopers		
AUSA	Assistant U.S. Attorney	SOA	State of Alaska
BOP	Bureau of Prisons		
		TSA	Transportation Safety Administration
DEA	Drug Enforcement Agency		
DOC	Department of Corrections		
DOJ	Department of Justice	USA	United States Attorney
		USDC	United States District Court
EAFB	Elmendorf Air Force Base	USM	United States Marshal
		USPO	United States Probation Office
HSD	Homeland Security Department		
FBI	Federal Bureau of Investigation		
FPD	Federal Public Defender		
FTR	Fort Richardson		