

**DISTRICT OF ALASKA
CONFIDENTIAL EX PARTE CASE CLOSING FORM**

Submit this case closing form with each final attorney voucher.

SECTION I - GENERAL INFORMATION

Attorney Name(s) _____
 Defendant Name _____
 Case Number _____

I have:	Y/N
Sent a closing letter to my client.	_____
Filed a Motion to withdraw as counsel pursuant L.R. 44.1.	_____
Contacted all service providers/experts and have approved of all final vouchers for them.	_____
Completed the service provider feedback form.	_____
Submitted my final voucher within 90 days of disposition or attached a justification for the delay.	_____

Experts	Motions	Drafted	Filed
Interpreter (Y/N) _____	Suppress Physical Evidence (Y/N) _____	_____	_____
Investigator (Y/N) _____	Suppress Statements (Y/N) _____	_____	_____
Paralegal (Y/N) _____	Suppress Identification (Y/N) _____	_____	_____
Social Worker/Mitigation(Y/N) _____	Other Substantive Motions (Y/N) _____	_____	_____
Other expert/services (Y/N) _____			

Discovery	Exposure	Filed
Protective Order (Y/N) _____	Mandatory Minimum Applicable (Y/N) _____	_____
Approximate # of PDF Pages _____	Mandatory Minimum Avoided (Y/N) _____	_____
Approximate Size of Discovery _____	Extensive Cooperation (Y/N) _____	_____
Use of e-discovery platforms _____	Time and Accounting BOP _____	_____
List examples: _____	State Charges _____	

Disposition	Client Communication
Plea (Y/N) _____	Did you attend bail interview? _____
Trial (Y/N) _____	Did you review discovery with your client and document the same? _____
_____ # of Days in Trial	
_____ # of prosecution witness	
_____ # of defense witness	Did you estimate SGL calculations with your client and document the same? _____
_____ # of experts on either side	

Disposition (cont.)**Client Communication (cont.)**

Trial Team:

_____ Co-counsel/associate

_____ Paralegal

_____ Investigator

_____ Other

Sentenced (Y/N) _____

Sentence Received

Did you participate in the PSR Interview? _____

In-person or by other means.

Did you provide mitigation factors to USP? _____

Did you file objections to the _____

PSR or litigate disputed sentencing issues?

Did you contact the client's family/friends and _____

seek mitigation evidence?

Travel

_____ # of trips for court

_____ # of trips for other purposes – investigation, client meetings.

_____ Any significant travel issues?

If so, please explain:
