

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

This summary budget worksheet summarizes anticipated attorney 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 section 230.26.10 of the Guidelines for Administering the CJA and Related Statutes, Volume 7A, *Guide to Judiciary Policy*. 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 Appointed Attorney(s):** \_\_\_\_\_

**Date of Appointment:** \_\_\_\_\_

**Hourly Rate:** \_\_\_\_\_

**Trial Date:** \_\_\_\_\_

**List additional attorneys authorized pursuant to CJA Guidelines § 230.53.10(b):**

**Attorney  
Hours**

**I. Discovery Retrieval, Organization, and Review**  
(including documents and information generated by defense investigation)

**Hours:** \_\_\_\_\_

**II. Trial**  
(including in-court time, travel time, and out-of-court time directly related to trial preparation immediately preceding and during trial)

Based on estimated length of trial in days: \_\_\_\_\_

**Hours:** \_\_\_\_\_

**III. Motions and Hearing**

(including in-court time, travel time, and out-of-court preparation time for preliminary proceedings through sentencing)

**Hours:** \_\_\_\_\_

**IV. Witness Interviews and Other Investigation**

(including travel time, time interviewing family members, and other investigation, but *excluding* witnesses)

**Hours:** \_\_\_\_\_

**V. Client Consultation**

(including correspondence, attorney travel time, time spent entering and leaving detention facility, and client consultation time)

**Hours:** \_\_\_\_\_

**VI. Expert Witness Consultation**

(including time spent locating, corresponding, and consulting with experts, as well as time preparing expert witnesses to testify)

**Hours:** \_\_\_\_\_

**VII. Other Meetings and Consultations**

(including attorney travel time, and meeting time with prosecutors and case agents, co-counsel and, associates, investigators and paralegals, counsel for codefendants)

**Hours:** \_\_\_\_\_

**VIII. Case Budget Preparation Time**

**Hours:** \_\_\_\_\_

**Grand Total Hours:**

**Dollars**

**IX. Travel Costs**

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

**Travel Costs:**

**X. Other Miscellaneous Costs and Expenses**

**Miscellaneous Costs and Expenses:**

**Approved Case Budget for Attorney Services:**

**Dollars**

**Attorney Time**

Hourly  
Rate:     \$0.00    

Hours:     0    

Fees Approved (hours multiplied by hourly rate):                     \$0.00

**Travel Costs:**                     \$0.00

**Other Miscellaneous Costs and Expenses:**                     \$0.00

**Grand Total Budget for Attorney  
Services:**

**\$0.00**