

CASE MANAGEMENT AND BUDGET FORM
Phase I: Appointment and Record Review¹

Activities	Lead Counsel	Co-Counsel	Paralegal	Specify Travel Required and Purpose	Travel Time	Travel Expense	TOTAL HOURS
Attend Case Management Conferences						\$	
Prepare Case Mgmt Plan & Budget Form - Phase I				N/A	N/A	N/A	
Assemble and review state court record						\$	
Review prior counsels' files/consult with prior counsel						\$	
Consult with client or client's family						\$	
Consult with co-counsel						\$	
Consult with resource counsel (e.g., FPD, ACRP)						\$	
Preliminary consultation with investigators/experts						\$	
Fact and mitigation investigation						\$	
Prepare Confidential Case Evaluation Form (CCEF)				N/A	N/A	N/A	
Legal research and drafting (e.g., statute of limitations, funding requests)				N/A	N/A	N/A	
Prepare Case Mgmt Plan & Budget Form - Phase II				N/A	N/A	N/A	
Other activities (specify):						\$	
TOTALS				N/A		\$	

¹ Include costs already authorized and/or incurred.

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Counsel's Hourly Rate: _____ X $\frac{\text{_____}}{\text{(Total Hours)}}$ = Estimated Budget for Counsel's Time: \$ _____

Co-Counsel's Hourly Rate: _____ X $\frac{\text{_____}}{\text{(Total Hours)}}$ = Estimated Budget for Co-Counsel's Time: \$ _____

Paralegal's Hourly Rate: _____ X $\frac{\text{_____}}{\text{(Total Hours)}}$ = Estimated Budget for Paralegal's Time: \$ _____

Estimated Total Travel Expense: \$ _____

Miscellaneous Non-travel Expenses (e.g., copying, postage, phone/fax): \$ _____

TOTAL BUDGET FOR PHASE I: \$ _____

Please enter in this space activities and hours for which no charges are or will be submitted: