

**CASE MANAGEMENT AND BUDGET FORM**  
**Phase II: Preparation of Amended Petition**

Activities	Lead Counsel	Co-Counsel	Paralegal	Specify Travel Required and Purpose	Travel Time	Travel Expense	TOTAL HOURS
Review case file and state court record						\$	
Review prior counsels' files/consult with prior counsel						\$	
Fact and mitigation investigation						\$	
Correspondence/interviews with client or client's family						\$	
Consult with co-counsel						\$	
Consult with resource counsel (e.g., FPD, ACRP)						\$	
Consult with experts (specify):						\$	
Consult with investigator						\$	
Witness interviews						\$	
Legal research and drafting:	N/A	N/A	N/A	N/A	N/A	N/A	N/A
• Facts and procedural history				N/A	N/A	N/A	
• Factual basis of claims				N/A	N/A	N/A	
• Exhaustion and procedural default issues				N/A	N/A	N/A	
• Merits (e.g., controlling cases, stds of review)				N/A	N/A	N/A	
• Funding requests				N/A	N/A	N/A	
• Discovery requests				N/A	N/A	N/A	
• Evidentiary hearing requests				N/A	N/A	N/A	
• Other (specify)				N/A	N/A	N/A	
Total legal research and drafting				N/A	N/A	N/A	

Other activities (specify):								
<b>TOTALS</b>				N/A			\$	

**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 II:** \$ \_\_\_\_\_

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

**CASE MANAGEMENT AND BUDGET FORM  
Phase II: Preparation of Amended Petition  
Worksheet for Investigators<sup>1</sup>**

Subject of Investigation	Number of Witnesses <sup>2</sup>	Location & # of Trips	TIME (IN HOURS) REQUIRED TO:					Travel Expense <sup>3</sup>	TOTAL HOURS
			Review Record	Locate Witness or Record	Travel	Interview	Consult with Counsel		
Circumstances of the offense								\$	
Mental Health								\$	
Mitigation not presented at sentencing								\$	
Prior Conviction(s) used as aggravation								\$	
Jury Misconduct								\$	
Prosecutorial Misconduct								\$	
Other (specify):								\$	
<b>TOTALS</b>								\$	

Investigator's Non-Travel Hourly Rate: \_\_\_\_\_ X \_\_\_\_\_ = Estimated Non-Travel Investigation Time: \$ \_\_\_\_\_

(Total Hours)

Investigator's Travel Hourly Rate: \_\_\_\_\_ X \_\_\_\_\_ = Estimated Travel Investigation Time: \$ \_\_\_\_\_

(Total Hours)

Estimated Total Travel Expense: \$ \_\_\_\_\_

**TOTAL BUDGET FOR INVESTIGATION: \$ \_\_\_\_\_**

<sup>1</sup> No expenditures for investigators may be incurred prior to budget approval by the Court.

<sup>2</sup> Do not count the same witness more than once in this column.

<sup>3</sup> Mileage at current government reimbursement rate; airfare, food, lodging and other ground transportation.

**CASE MANAGEMENT AND BUDGET FORM**  
**Phase II: Preparation of Amended Petition**  
**Worksheet for Investigators**

Complicating Factors in Investigation:

Special training or qualifications which might justify a higher hourly rate for the investigator:

**CASE MANAGEMENT AND BUDGET FORM**  
**Phase II: Preparation of Amended Petition**  
**Worksheet for Experts<sup>4</sup>**

Type and Name of Expert Subject Matter/Issue	Hourly Rate for Non-Travel	Hourly Rate for Travel	TIME (IN HOURS) REQUIRED TO:					Travel Expense <sup>5</sup>	TOTAL COST
			Gather/ Review Records	Interview Witness & Examine Evidence	Consult with Counsel	Travel	Write Report		
Mitigation Specialist:	\$	\$						\$	
Psychologist:	\$	\$						\$	
Psychiatrist:	\$	\$						\$	
Neurologist:	\$	\$						\$	
Neuropsychologist:	\$	\$						\$	
Other Medical (specify):	\$	\$						\$	
Interpreter:	\$	\$						\$	
Legal Standard of Care:	\$	\$						\$	
Pathologist:	\$	\$						\$	
Criminalist:	\$	\$						\$	

<sup>4</sup> No expenditures for experts may be incurred prior to budget approval by the Court.

<sup>5</sup> Mileage at current government reimbursement rate; airfare, food, lodging and other ground transportation.

Ballistics Expert:	\$	\$						\$	
Fingerprint Technician:	\$	\$						\$	
Document Examiner:	\$	\$						\$	
Other (specify):	\$	\$						\$	
<b>TOTALS</b>	N/A	N/A						\$	

**Estimated Total for Expert Non-Travel Time:** \$ \_\_\_\_\_

**Estimated Total for Expert Travel Time:** \$ \_\_\_\_\_

**Estimated Total for Expert Travel Expense:** \$ \_\_\_\_\_

**TOTAL BUDGET FOR EXPERTS:** \$ \_\_\_\_\_

Complicating Factors, if any:

Special training or qualifications which might justify a higher hourly rate for the expert(s):