

Instructions for Completing In-Court Hourly Worksheet

This worksheet is intended to standardize the itemization, documentation, auditing, and judicial review of appointed counsels' bills for professional representation under the Criminal Justice Act. The worksheet is the foundational document for most entries that will be carried over to the CJA 20 voucher. To ensure that the worksheet and the CJA 20 are mutually supportive and consistent, please comply with the following requests:

1. Ensure the Southern District of Mississippi's case number and the CJA 20 voucher number (it is printed in red ink in the upper-right corner of the CJA 20) are placed on each page of the worksheets.
2. Ensure each entry shows—
 - a. the date each service was performed;
 - b. a brief description of the service performed; and,
 - c. the time, in hours and tenths of hours, spent performing each service, entered under the appropriate column heading (service category).
3. Number the pages of each worksheet, in the lower right corner.
4. Carry the time and date for each worksheet service category to Item 17 on the CJA 20 form, and total the items.
5. Multiply the in-court total by the applicable hourly rate and extend the result to Item 17A on the CJA 20.
6. Attach the In-Court Hourly Worksheet (and all other worksheets) to the CJA 20.
7. If you need additional copies of the worksheet, you may photocopy them yourself, call the Clerk's Office (601) 965-6009 and select extension 1117, or download them from the Southern District's Internet homepage:

<http://www.mssd.uscourts.gov>

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2. Ensure each entry shows—
 - a. the date each service was performed;
 - b. a brief description of the service performed; and,
 - c. the time, in hours and tenths of hours, spent performing each service, entered under the appropriate column heading (service category).
3. Number the pages of each worksheet, in the lower right corner.
4. Carry the time and date for each worksheet service category to Item 18 on the CJA 20 form, and total the items.
5. Multiply the in-court total by the applicable hourly rate and extend the result to Item 18A on the CJA 20.
6. Attach the Out-of-Court Hourly Worksheet (and all other worksheets) to the CJA 20.
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Instructions for Completing the Other Expenses Worksheet

This worksheet is intended to standardize the itemization, documentation, auditing, and judicial review of appointed counsels' bills for professional representation under the Criminal Justice Act. The worksheet is the foundational document for most entries that will be carried over to the CJA 20 voucher. To ensure that the worksheet and the CJA 20 are mutually supportive and consistent, please comply with the following requests:

1. Ensure the Southern District of Mississippi's case number and the CJA 20 voucher number (it is printed in red ink in the upper-right corner of the CJA 20) are placed on each page of the worksheets.
2. Ensure each entry shows—
 - a. the date each expense was incurred;
 - b. a brief description of the expense; and,
 - c. the amount of each expense, entered under the appropriate column heading (service category).
3. Number the pages of each worksheet, in the lower right corner.
4. Carry the totals for each worksheet service category to Item 19 on the CJA 20 form, and total the items. Compute reimbursable travel at the rate of \$.36 per mile. Note that travel expenses and all other expenses are reported separately in Items 19A and 19B on the CJA 20 form.
5. Multiply the total by the applicable hourly rate and extend the result to Item 19A (Travel Expenses) and 19B (all other expenses) on the CJA 20.
6. Attach the Other Expenses Worksheet (and all other worksheets) to the CJA 20.
7. If you need additional copies of the worksheet, you may photocopy them yourself, call the Clerk's Office (601) 965-6009 and select extension 1117, or download them from the Southern District's Internet homepage:

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