

SAMPLE

*United States Court of Appeals
for the Fourth Circuit*

Court-Appointed Counsel Worksheet for Death Penalty Proceedings - Services

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Case Number 98-4000

Date	Brief Description of Services	15(b) ¹	15(c) ²	15(d) ³	15(e) ⁴	15(f) ⁵	15(g) ⁶	15(h) ⁷	15(i) ⁸	15(j) ⁹
01/18	Review pleadings				2.5					
03/16	T/C w/4CCA re extension of time									.2
03/16	Revise opening brief							1.5		
09/22	Travel to Richmond to attend oral argument									5.0
PAGE TOTAL					2.5			1.5		5.2

1. Interviews and Conferences with Client.
2. Witness Interviews.
3. Consultation with Investigators and Experts.

4. Obtaining and Reviewing the Court Record.
5. Obtaining and Reviewing Documents and Other Evidence.
6. Consulting with Resource Center.

7. Legal Research and Writing.
8. Travel.
9. Other (Please describe).

*United States Court of Appeals
for the Fourth Circuit*

Court-Appointed Counsel Worksheet for Death Penalty Proceedings - Expenses

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Case Number 98-4000

Voucher Number D50868

Date	Brief Explanation of Expenses	Travel	Lodging	Meals	Other Travel Expenses	Copying	Postage	Toll Calls	Other Misc. Expenses
03/16	T/C w/4CCA re extension of time							1.82	
04/20	705 copies of brief & joint appendix @ \$.15					105.75			
04/20	UPS to opposing counsel						24.00		
09/22	350 miles @ 36.5 cents/mile for oral argument	127.75							
09/22	Dinner			9.75					
PAGE TOTAL		113.75		9.75		105.75	24.00	1.82	

! Expended time must show nature of work performed, dates executed, and time must be listed in hours and tenths of an hour.

! All travel expenses and miscellaneous expenses over \$50 must be supported with detailed receipts. Credit card receipts are not considered acceptable documentation. Telephone toll calls must be itemized.

! Mileage for counsel is limited to 34.5 cents per mile after 01/22/01, 36.5 cents per mile after 1/20/02, and 36 cents per mile for travel on or after 1/1/03.

! If photocopies are made in counsel's office, the date, number of copies, and the cost per copy must be recorded. If copies are procured out of the office, a detailed receipt for those copies needs to be attached to the voucher. Reimbursement shall not exceed 35 cents per copy for photocopying and other services in preparation of briefs and appendices by commercial printers.

