



# Case Budgeting Basics & Billing Tips For CJA Panel Lawyers



**District of Eastern Washington**

**August 25, 2016**

## Using the CJA26 to Submit Budgets

- A CJA26 can also be used for case budgeting in addition to excess case compensation requests
- Submit budgeting form via CJA26
- But....

## WHAT IS CASE BUDGETING?

# What Cases Are Budgeted?

- Capital Prosecutions and Capital Habeas cases
- Mega Cases –
  - attorney hours are expected to exceed 300 hours or total expenditures are expected to exceed \$39K for appointed counsel and services other than counsel for an individual CJA defendant
- WAE has adopted the Ninth Circuit CJA Case Management and Budgeting Policy.
- **You get paid for budget preparation**

## Why is Case Budgeting Important?

- Enhances quality of client representation
- Case budgeting is a tool to help you get the services and resources you need
- Easier to get prior approval than to make requests after the fact
- Voucher review is easier (and faster) for the Judge
- Budgeting a case improves case and time management

Contact a  
Case  
Managing  
Attorney  
(CMA)!

## Kristine Fox



- Extensive Capital Case Experience
- 415.355.8985

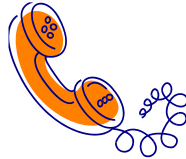
## Blair Perilman



- Extensive eDiscovery Experience
- 415.355.8982

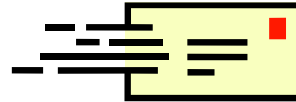
# How and When Do We Get Involved?

- Call us



- Kristine 415.355.8985
- Blair 415.355.8982

- Email us



- Kristine [kfox@ceg.uscourts.gov](mailto:kfox@ceg.uscourts.gov)
- Blair [bperilman@ceg.uscourts.gov](mailto:bperilman@ceg.uscourts.gov)
- Alternative [cjabudgeting@ceg.uscourts.gov](mailto:cjabudgeting@ceg.uscourts.gov)

- Earlier the Better- to take advantage of discovery planning



# Easy 6 Step Process

Step 1

- Judge Orders Budgeting or Counsel Requests Budgeting

Step 2

- CMA Communicates with Counsel

Step 3

- Counsel Fills Out Budgeting Forms

Step 4

- CMA Reviews Budget with Counsel

Step 5

- Counsel Uploads Budget to eVoucher via CJA-26

Step 6

- District Court and Circuit Court Review Budget

Step 1



# Judge Orders Budgeting...

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UNITED STATES DISTRICT COURT

DISTRICT OF \_\_\_\_\_

UNITED STATES OF AMERICA,

Plaintiff,

v.

DEFENDANTS;

Defendants.

NO:

ORDER DIRECTING ATTORNEYS  
TO SUBMIT BUDGETS

**\*\* EX PARTE \*\***

In accordance with the CJA Guidelines, CJA counsel whose services may exceed 300 hours or \$30,000 in fees and costs for a defendant's representation must submit a budget. Counsel shall work with Ninth Circuit Case Managing Attorney, Blair Perilman, to prepare a proposed initial litigation budget for court review. Counsel may reach Ms. Perilman at [bperilman@ce9.uscourts.gov](mailto:bperilman@ce9.uscourts.gov) or at (415) 355-8982.



## Or Counsel Requests Budgeting

- Counsel can reach out to a Case Managing Attorney to request budgeting on a case
- Counsel can reach out to judge or their CJA administrator to request case budgeting

Step 2



CMA  
Communicates  
with Counsel

- Ex Parte
- Assess Litigation Support Needs
- Identify Cost Drivers
- Coordinate Joint Efforts
- Negotiate Expert Hourly Rates
- Streamline Authorization Process

Step 3



Counsel Fills  
Out Budgeting  
Form Provided  
by CMA

UNITED STATES DISTRICT COURT

CONFIDENTIAL EX PARTE APPLICATION FOR CJA FUNDS IN AN EXPENSIVE FELONY CASE

Case Name:  Case Number:  Defendant Name:  Defendant #

Date of Appointment:  Budget Stage:  Amendment #:  Trial Date:

Number of Defendants:  Number of Charges for the Defendant:  Approximate Amount of Discovery:

Time Period Covered by this Application: From:  To:

Lead Attorney:  Hourly Rate:

**Please provide a concise description of the case history (fields will expand):**

Defendant was charged with submitting false statements in requests for prior approval from the Directorate of Defense Trade Controls (DDTC). [Doc. 3] Defendant has asserted a public authority defense, necessitating discovery which the Government has asserted is classified. Defendant filed a motion to dismiss [Doc. 12], which was granted in part resulting in the dismissal of two charges [Doc. 68]. The Court has designated the case as complex. [Doc. 85] Trial is currently scheduled for September 15, 2015, although that trial date will likely not be met in light of the Government's assertion of the state secrets privilege and the need for counsel to obtain security clearances to review certain material.

**Please provide a concise description of facts, procedures, issues that are unusual or time-consuming in this case or for this defendant:**

Since the time Defendant asserted a public authority defense, Defendant through counsel has sought the disclosure of documents to establish that defense, including filing a motion to compel discovery. [Doc. 55] The court granted that motion in part. [Doc. 63] Because the discovery ordered therein is classified, the Court has been required to implement procedures pursuant to the Classified Information Procedures Act. This has required ex parte briefing on the defense discovery needs and that counsel obtain security clearances, as well as occasioning significant delay while the Government has participated in its own ex parte hearings with the Court.

In addition to the briefing and hearings occasioned by the fact that this case involves classified information, the subject matter of this case--covert arms transfers--requires the dedication of additional time by counsel to obtain the necessary expertise, as well as to retain the necessary expert and percipient witnesses. In order to obtain such witnesses, Defendant must submit subpoenas to federal agencies such as the CIA, Department of Defense, and State Department, requiring compliance with regulations promulgated under Touhy v. Ragen.

# Toot Your Horn!

- Explain how you are sharing resources
- State if you negotiated a lower rate or a travel rate
- Describe any ways you are saving money
- Help develop a reputation as a fiscally responsible attorney

## UNITED STATES DISTRICT COURT

### CONFIDENTIAL EX PARTE APPLICATION FOR CJA FUNDS IN AN EXPENSIVE FELONY CASE

Case Name: United States v. Smith et al

Case Number: 14-39742039

Defendant Name: TOM JONES

Defendant # 01

**Please provide a concise description of efforts to use economy of scale, efficiency, shared tasks, shared service providers (such as discovery coordinator, objective case paralegal, etc.):**

Counsel has efficiently litigated this case despite its complexity primarily through the use of two attorney associates, Kristine Fox and Blair Perilman, who have appeared in this matter. The time of those associates, to date, has been donated by Blair Perilman LLC. Given the particularly time-consuming nature of this case, including among other things for the review of classified documents within the Sensitive Compartmented Information Facility (SCIF) and other extensive defense investigation, however, Blair Perilman LLC is requesting the payment of one associates time for the remainder of this matter.

Counsel has also efficiently litigated this case through the extensive use of a paralegal. However, the paralegal in this matter has not been approved for a security clearance, despite a motion to do so, which was opposed by the Government. Thus, utilization of a paralegal going forward will be limited.

To date the following hours have been expended in this matter to date:

- Blair Perilman: 380.2 hours (approx. 7.5 hours/wk)
- Sandy Andrews (paralegal): 211.20 hours (approx 4.5 hours/wk)

This budget assumes that the September 2015 trial date will be met, and is therefore inclusive of trial time. An amended budget will be submitted if/when that trial date is extended.

# How Do I Estimate Time?

- Method #1: Plan the Strategy
  - List and estimate times for specific tasks
- Method #2: Review Time in Prior Similar Cases
  - Review past vouchers and take into account differences in cases
- Method #3: Assess Your Availability
  - Estimate how many hours per week you have available to work on the case

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**ATTORNEY HOURS**

TASKS		Hours Requested	Hours Approved	Brief Description (fields will expand)
<b>In Court</b>				
15.a.	Arraignment and/or Plea	0		
15.b.	Bail and Detention Hearings	0		
15.c.	Motion Hearings	16	16	Argument of pre-trial motions including motions in limine and other pre-trial hearings, including status conferences; assuming 4 hearings of approximately 4 hours each
15.d.	Trial	128	0	Assuming approximately 3 week trial at 4 days each week
15.e.	Sentencing Hearings	0		
15.f.	Revocation Hearings	0		
15.g.	Appeals Court	0		
15.h.	Other (specify)	0		
<b>Out of Court</b>				
16.a.	Interviews and Conferences	100	100	Interviews with classified and percipient witnesses following production of classified information; assuming 10 hour interviews of 5 witness (with associated preparation time) as well as 25 hours of general witness preparation and 25 hours of preparation with defendant.
16.b.	Obtaining and Reviewing Records	100	50	Review classified materials inside of Sensitive Compartmented Information Facility (SCIF); assuming 5 full days in SCIF at 10 hours each day, along with 50 hours for review of other records.
16.c.	Legal Research and Brief Writing	85	85	Pre-trial motions including motions in limine; assumes 10 hours dedicated to briefing/arguing 5 motions, as well as 5 hours dedicated to responding to and preparing to argue 5 motions for Government.
16.d.	Travel Time	50	50	Travel to potential expert and percipient witnesses, most likely in Washington D.C., and surrounding area; assumes 5 round trips with 5 hours of travel time for each one-way trip.
16.e.	Investigative and other work (specify)	90	90	Other assorted defense investigation work including of fact and expert witnesses; assumes 2 full-time weeks.
<b>Total In Court and Out of Court Hours:</b>		569	391	<b>NOTE:</b> Hours are NOT fungible between In court and out of court categories. Budgets can be amended by filing an additional form stating what has been accomplished and why additional funds became necessary during this budget period.

# Requesting Service Providers and Managing Discovery

- Shop Around
- Negotiate Hourly and Travel Rates
- Use the “One Step at a Time” Approach
- Contact the National Litigation Support Administrator
  - Sean Broderick and Kelly Scribner (510) 637-3500
- Talk to Counsel for Co-Defendants



Case Name:

United States v. Smith et al

Case Number:

14-39742039

Defendant Name:

TOM JONES

Defendant #

01

**SERVICE PROVIDERS**

(Paralegal, Associate, Investigator(s), Experts)

*(Please attach his/her resume or C.V.)*

	Specialty	Name	Reqd Hours	Reqd Rate	Reqd Cost	Appd Hours	Appd Rate	Appd Cost
+ -	Paralegal Services	Renee Lawden	200	\$45.00	\$9,000.00	200	\$45.00	\$9,000.00
+ -	Investigator	Oliver Smith	100	\$55.00	\$5,500.00	100	\$55.00	\$5,500.00
+ -	Litigation Support Services	Al George- discovery coordinator	25	\$25.00	\$625.00	25	\$25.00	\$625.00
+ -	Other	Timmy Uthen	200	\$110.00	\$22,000.00	0	\$0.00	\$0.00
<b>Amount Requested:</b>					<b>\$37,125.00</b>	<b>Amount Approved:</b>		<b>\$15,125.00</b>

**SERVICE PROVIDER JUSTIFICATION**

	Specialty	Name	Brief Description	Limitations (Court use only)
+ -	Paralegal Services	Renee Lawden	Continued paralegal services including organizing document production, cite checking, and trial preparation.	
+ -	Investigator	Oliver Smith	Continued defense investigation.	

Case Name:

Case Number:

Defendant Name:

Defendant #

**SERVICE PROVIDER JUSTIFICATION**

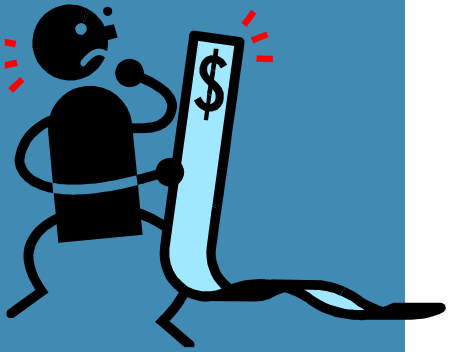
<input type="checkbox"/> + <input type="checkbox"/> -	Litigation Support Services	Al George- discovery coordinat	Technological services for use of courtroom technology during trial. BFP- I spoke with lawyers about his role and he is the acting discovery coordinator= tech services to convert software or upload documents in the database	
<input type="checkbox"/> + <input type="checkbox"/> -	Other	Timmy Uthen	Review of any disclosed classified material must be done in the Sensitive Compartmented Information Facility (SCIF), the time required to review that material is substantial. Counsel requests the payment of that time for one associate attorney.	

**ATTORNEY/SERVICE PROVIDER EXPENSES**  
Go to GSA.gov for a guide to travel expenses

	Type	Expense	Costs Requested	Costs Approved	Brief Description
<input type="checkbox"/> + <input type="checkbox"/> -	<input type="text"/>	<input type="text"/>			
<b>Total Costs Requested and Approved:</b>					

<b>GRAND TOTAL REQUESTED:</b>	<b>\$109,388.00</b>	<b>GRAND TOTAL APPROVED:</b>	<b>\$64,782.00</b>
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Step 4



## CMA Reviews Budget with Counsel

- CMA Reviews Budget Forms
- CMA Makes Recommendation
  - Discuss with Case Managing Attorney
  - Modify budget as necessary - may increase or decrease numbers depending on case assessment
- Ex Parte Conferences, as needed


## Step 5



# Counsel Uploads Budget to eVoucher

- Create a CJA-26
- Basic Info Tab- enter the “amount requested” –use the \$ for attorney hours (service providers \$ will be entered in an AUTH)
- Justification Tab - No need to answer questions
- Documents Tab - Counsel uses a CJA-26 to upload the budgeting form and supporting documents to eVoucher
- Confirmation Tab: No need to answer questions
- **Let’s go through an example.....**

# Basic Info: Amount Requested = Total Attorney Hours \$ NOT Total Budget \$

 **CJA-26**  
CMA Review  
[Auditing] [Approval]  
Def.: [REDACTED]

[Link to CM/ECF](#)

Voucher #: 0981.0009940  
Request Date: 8/4/2016  
Decision Date: 1/1/1901

**Tasks**

[Link to Appointment](#)  
[Link to Representation](#)

- ▶ **Basic Info**
- ▶ Justification
- ▶ Documents
- ▶ Confirmation

## Basic Info

1. CIR./DIST/DIV.CODE 0981	2. PERSON REPRESENTED [REDACTED]	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER [REDACTED]	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Mondragon et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1590.F Human Trafficking 18:2 & 1590(2000)18:1589.F Forced Labor & Attempted Forced Labor 18:2 & 1589(2000)			
12. ATTORNEY'S NAME AND MAILING ADDRESS [REDACTED]		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> E Expert Only <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court James L. Robart Date of Order 12/7/2015 Nunc Pro Tunc Date  Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested	44304.00 *	Amount Approved							
Pre Trial Hours	326.0	Trial Hours	0.0	Sentencing Hours	0.0	Other In-Court Hours	6.0	Out-Of-Court Hours	320.0
Number of Counts	2	Number of Co-Defendants	4						
Other Pending Cases									
Sentencing Guideline Range									

# Justification: No Need to Answer the Questions



CJA-26  
CMA Review  
[Auditing] [Approval]

Def.: [REDACTED]

[Link to CM/ECF](#)

Voucher #: [REDACTED]  
Request Date: 8/4/2016  
Decision Date: 1/1/1901

## Tasks

[Link to Appointment](#)

[Link to Representation](#)

Basic Info | **Justification** | Documents | Confirmation

## Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.


see attached budget document

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

see attached budget document

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

# Documents: Upload the Budgeting Form

 **CJA-26**  
CMA Review  
[Auditing] [Approval]  
Def.: [REDACTED]

[Link to CM/ECF](#)

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Voucher #: [REDACTED]  
Request Date: 8/4/2016  
Decision Date: 1/1/1901

**Tasks**

[Link to Appointment](#)  
[Link to Representation](#)

- Basic Info
- Justification
- Documents**
- Confirmation

## Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  **2**


Description

Mark as Private

**3**

Priv.	Description	Delete	View	Visibility
	Proposed budget July 1 through November 20, 2016	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Make Private</a>

# Confirmation: No Need to Answer the Questions


 **CJA-26**  
CMA Review  
[Auditing] [Approval]  
Def.: [REDACTED]

[Link to CM/ECF](#)

Voucher #: [REDACTED]  
Request Date: 8/4/2016  
Decision Date: 1/1/1901

**Tasks**

[Link to Appointment](#)  
[Link to Representation](#)

Basic Info    Justification    Documents    **Confirmation** 

## Confirmation

**SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE  
COMPENSATION MAXIMUM: DISTRICT COURT**

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE *GUIDELINES*, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: [REDACTED]  
CASE NAME: [REDACTED]  
DOCKET NUMBER: [REDACTED]    DEFENDANT NUMBER: 4    VOUCHER NUMBER: [REDACTED]

1	PERIOD OF APPOINTMENT (DATES): 12/7/2015
	TOTAL NUMBER OF IN-COURT HOURS: 332 PRETRIAL HEARINGS: 326.0    TRIAL: 0.0    SENTENCING HEARINGS: 0.0    ALL OTHER IN-COURT: 6.0 TOTAL NUMBER OF OUT-OF-COURT HOURS: 320.0
2	OFFENSES CHARGED: 18:1590.F Human Trafficking 18:2 & 1590(2000)18:1589.F Forced Labor & Attempted Forced Labor 18:2 & 1589 (2000)
	NUMBER OF COUNTS CHARGED: 2    NUMBER OF CO-DEFENDANTS: 4
	OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:
	IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:
	WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3	DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

see attached budget document



## Create AUTHs for Service Providers in Budget



- If you have requested service providers or experts in your budget, create an AUTH in eVoucher for each provider
- Attach a copy of your budgeting form and other supporting documentation such as resumes or CVs under the Documents Tab of the AUTH

# CMA Uses Court Notes in eVoucher to Communicate with Judge

**Attention: The notes you enter will be available to the next approval level.**

Public/Attorney Notes	see attached budget form, review by Blair Perلمان.
Private/Court Notes	8/21/16 Blair Perلمان to Judge: I recommend approval of this budget in full.
Appointment Notes	budgeted case

I certify that I have reviewed the above information  
Date:

 **Approve**  **Reject**

« First < Previous Next > Last » Save Delete Draft

Step 6



## District & Circuit Court Reviews Budget

- The District Judge reviews the budget in eVoucher and routes the budget to a Ninth Circuit Judge for review.
- Once the budget is approved by a Ninth Circuit Judge, counsel may begin submitting vouchers on the case.



## What If Your Budget Request is Denied?

- It's important to MAKE A RECORD
- If a service provider or expert request is denied, make a record of this in CM/ECF for appellate purposes



## After a Budget is Approved...

- CMA will provide ongoing assistance throughout the case
- CMA manages budget amendments- if you need additional funding reach out to your CMA
- CMA's and CJA Admins are able to monitor budget compliance using eVoucher reports
- Counsel and service providers can start submitting interim vouchers on the case

# Billing Tips for CJA Panel Attorneys



## Best Practices for Billing

- No bundling services—vouchers must reflect discrete individual tasks, especially tasks billable to different voucher categories.
- Provide detailed descriptions of your work
- Aggregate ECF document review
- Don't bill for administrative tasks

# Billing Document Review

- Indicate bates ranges or total number of pages reviewed in excess of one hour
- Indicate nature of the material reviewed (e.g., transcripts, investigative reports, medical records, etc.)



## Tracking Unbilled Time in eVoucher

- If you have performed tasks that you have not billed for, you should be noting this in the Attorney Notes section in the “Confirmation Tab”
- It is important for the court to evaluate unbilled time
- Future versions of eVoucher will track this

## Billing the 12 Hour Workday

- The Court understands there will be times when a lawyer bills more than twelve (12) hours in a workday (travel, in trial etc.)
- If billing more than twelve (12) hours in a single day, counsel must ensure that sufficient justification is provided. Without such justification, the voucher may be rejected back to counsel with the request to provide additional information.
- **Let's look at some examples....**

## PROPER CLASSIFICATION OF SERVICES (NO BUNDLING):

### **Do this...**

Date	Service	Time	Description
4/5/16	Interviews and Conferences	1.6	Met with AUSA (.4); phone call with client (.4); met with client at jail (.8)
4/5/16	Obtain/Review Rcds	3.2	Reviewed 302 sre: Count 1 (Bates Nos. 001-225)
4/5/16	Legal Research	1.5	Legal research for motion to suppress

### **Not this...**

Date	Service	Time	Description
4/5/16	Interviews and Conferences	4.1	Met with AUSA (.4); phone call with client (.8); reviewed 200 pages of wiretap transcripts (Bates Nos. 220-420) (1.0); met with client at jail (.4); legal research for motion to suppress (1.5)

## DETAILED TASK DESCRIPTIONS:

### **Do this...**

Date	Service	Time	Description
4/5/16	Travel Time	1.0	Traveled by private car to locate and meet with two possible eye-witnesses (W1 and W2) in Fresno, CA (include travel to and within Fresno to two separate residences)
4/5/16	Interviews and Conferences	1.6	Interviewed two possible eye-witnesses (W1 and W2) in Fresno, CA, at their separate residences
4/8/16	Obtain/Review <u>Rclds</u>	1.5	Reviewed 200 pages of wiretap transcripts (Bates Nos. 220-420)
4/17/16	Legal Research	5.2	Researched whether the search of client's car without a warrant was unlawful; drafted motion to suppress (Doc. 112)
4/20/16	Obtain/Review <u>Rclds</u>	2.0	Reviewed cell site data, take notes, and draft timeline. <u>Approx 150</u> pages of cell site discovery (no bates numbers).

### **Not this...**

Date	Service	Time	Description
4/5/16	Travel Time	1.0	Travel to Fresno, CA
4/5/16	Interviews and Conferences	1.6	Witness interviews
4/8/16	Obtain/Review <u>Rclds</u>	1.5	Reviewed discovery
4/17/16	Legal Research	5.2	Legal research and writing
4/20/16	Obtain/Review <u>Rclds</u>	2.0	Reviewed discovery

## AGGREGATE ECF DOCUMENT REVIEW:

**Do this...**

Date	Service	Time	Description
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.3	Reviewed multiple ECF filings (Doc. 2-9)

**Not This....**

Date	Service	Time	Description
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.1	ECF document review
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.1	ECF document review
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.1	ECF document review
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.1	ECF document review
4/5/16	Obtain/Review <u>Rc</u> <u>ds</u>	.1	ECF document review

## Submit Your Bills on Time

- Required to submit final voucher within 45 days of final judgment
- Don't wait to submit your bills
- Courts will be able to monitor compliance using the reporting feature in eVoucher

Thank you  
for your time!

We look  
forward to  
working with  
you.

## Kristine Fox



- 415.355.8985
- [kfox@ceg.uscourts.gov](mailto:kfox@ceg.uscourts.gov)

## Blair Perilman



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