

INSTRUCTIONS
Memorandum re: Services Other Than Counsel

- 1) This form shall be used to request advance authorization for services other than counsel and replaces the old process of submitting an Ex Parte Motion for Investigative/Other Services in ECF.
- 2) Upon initial review of each assigned case counsel should make a determination as to the need and costs for experts, investigators and/or interpreters that may be required to conclude the case.
- 3) As soon as counsel believes it is necessary to exceed the maximum fees allowed (\$800), counsel will prepare the Memorandum re: Services Other Than Counsel and attach it to an AUTH voucher in eVoucher. If counsel believes it is necessary to exceed the previously approved amount, counsel will prepare another Memorandum re: Services Other Than Counsel, again specifying the amount, and setting forth the total amount previously approved.
- 4) All requests must be approved by the Court of Appeals following the District Judges' approval.
- 5) All memoranda must include appropriate justification.

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON**

**SUPPORTING MEMORANDUM JUSTIFYING
SERVICES OTHER THAN COUNSEL**

DATE:

FROM: _____

DEFENDANT: _____

CASE NUMBER: _____

TYPE OF EXPERT: _____

SUBJECT: Advance Authorization of Expert Services

Authorization for Additional Funds

Authorization(s) in the Amount of \$ _____

Previously Been Approved.

It is requested that advance authority be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e)(3) of the Criminal Justice Act (18 U.S.C. Section 3006A), as follows:

Name of Expert:

Address:

Estimated Compensation/Fee:

Requested Fee per Hour:

Multi-Defendant Case:

yes (_____ # defendants)

no

CASE NUMBER

DEFENDANT

Detailed Statement of Reasons for the foregoing marked subject (PLEASE
ATTACH ADDITIONAL PAGES AS NEEDED):

SIGNATURE OF COUNSEL

CASE NUMBER

DEFENDANT

Pursuant to the foregoing detailed statement of reasons I certify that the estimated compensation or fee in excess of the maximum as set forth in the Criminal Justice Act appears necessary to provide fair compensation for services in an extended or complex case and therefore recommend approval of this request.

Approvals and adjustments entered in the Court's eVoucher system by the U.S. District Judge and/or the Chief Judge (or Designee) for the U.S. Court of Appeals for the Ninth Circuit, shall constitute the signatures of the approving judge.