

**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 that it will be necessary retain an expert service provider, counsel will prepare for each expert a “Memorandum re: Services Other Than Counsel” and attach it to an AUTH voucher in eVoucher. If counsel believes that it will be necessary to exceed the previously approved amount, counsel will submit additional “Memorandum re: Services Other Than Counsel” forms, again specifying the amount requested, and setting forth the total amount previously approved. (Note: There is a “pre-approved” fund of \$1,000 for experts, but it should be considered an emergency fund for quick-uptake needs, such as obtaining an interpreter prior to a short-notice appearance or arraignment. Submitting an AUTH will prevent any potential issues with the service provider’s requested hourly rate.)
- 4) All requests must be approved by the Court of Appeals following the District Judges’ approval.
- 5) All memoranda must include appropriate justification.
- 6) Counsel must explain the complexity of the duties a paralegal will perform which would justify a higher rate, i.e., foreign language skill, computer coding, or some other special skill that will actually be used in a case for requests at the maximum hourly rate.
- 7) Counsel must explain the complexity of the duties an investigator will perform which would justify a higher rate, i.e., foreign language skills, a high level of investigative expertise in the type of crime alleged, special skills the case requires, or experience conducting investigations in a significant number of federal cases.

**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):

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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.**