CATEGORY GUIDE FOR CJA 20/30 PAYMENT VOUCHERS

IN-COURT SERVICES

a. Arraignment and/or Plea - Court appearance for an arraignment or change of plea hearing.

Example Entries: 1. Initial Appearance and Arraignment
2. Change of Plea Hearing, Part 1
3. Arraignment and Detention Hearing

(Note: When multiple services are combined into a single entry, the first service listed determines the classification category. If the two events in Example #3 above were listed separately, the detention hearing would be listed in the "Bail and Detention Hearing" category.)

b. Bail and Detention Hearing - Court appearance for a bail or detention hearing.

Example Entries: 1. Detention Hearing
2. Bond Revocation Hearing

c. Motion - Court appearance for hearing on a motion.

Example Entries: 1. Motion to Withdraw
2. Motion to Suppress; Attendance at Hearing in Magistrate's Court Regarding Appointment of Counsel for Defendant's Wife

(Note: When multiple services are combined into a single entry, the first service listed determines the classification category. If the two events in Example #2 above were listed separately, the appointment of counsel hearing would be listed in the "Other" category.)

d. Trial - Court appearance for trial, including any jury selection and jury deliberation.

Example Entries: 1. Trial, Including Jury Deliberation
2. Trial Continuance
3. Jury Selection and Trial

e. Sentencing Hearings - Court appearance for a sentencing hearing.

Example Entries: 1. Sentencing Hearing before District Judge
2. Sentencing Hearing Continued

f. Revocation Hearing - Court appearance for a supervised release violation or bond revocation hearing.

Example Entries: 1. Hearing on Supervised Release Violation
2. Bond Revocation Hearing

g. Appeals Court - (Not applicable for District Court Vouchers)

h. Other - Court appearance that does not belong in any of the other categories.

Example Entries: 1. Report Date
2. Ex-parte Meeting with the District Judge
3. Evidentiary Hearing

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OUT OF COURT SERVICES

a. Interviews/Conferences - Verbal and written communication with client, family members, witnesses, experts, other courts/agencies, detention facilities, etc.

Example Entries:
1. Phone Call to AUSA; Left Message
2. Meeting with Client and AUSA
3. Attend Pre-Sentence Interview with Client and Probation Officer
4. Draft, Edit, Copy and/or Mail Letter to Client
5. Call to Investigator
6. Exchange of Text Messages with Client to Confirm Court Date
7. Fax to FCI Memphis to Schedule Attorney/Client Visit

b. Obtaining and Reviewing Records - Activities related to obtaining and/or reviewing court records (including minute entries), transcripts, discovery, criminal history records, expert reports, etc.

Example Entries:
1. Review Court Order Authorizing Initial Phase of Pretrial Budget
2. Review Discovery (Email from AUSA)
3. Email Request to State Court Seeking Additional Criminal History
4. Review Client's Criminal History
5. Review Pre-Sentence Report
6. Review Notes from Interview with Client

c. Legal Research and Brief Writing - Research of any kind, preparation and filing of motions, briefs or memorandums, and written correspondence with AUSA (letter, email or text).

Example Entries:
1. Drafting of Motion to Suppress
2. Correspondence with AUSA regarding Plea
3. Read Case Law
4. Preparation for Trial or Hearing

d. Travel Time - Time spent traveling to court, detention facilities, etc. (be specific).

Example Entries:
1. Conference with Client - Office to FCI Memphis
2. Meeting with AUSA - Home to Courthouse
3. Motion Hearing - Office to Courthouse

e. Investigative/Other Work - Crime scene inspection, physical evidence, review of audio/video/CD/DVD/photo/hard drive, and other work that does NOT belong in one of the other categories.

Example Entries:
1. Prepared Case Budget
2. Internet Searches/Investigation on Co-Defendants
3. Prepared and Filed Notice of Appearance
4. Investigating Scene of the Crime