CJA-20 Billing Tips

- Record time daily and enter it into eVoucher at least weekly, if not daily.
- Describe services in sufficient detail to allow reviewers to gauge the reasonableness of the time expended without revealing privileged information.
- Do not block bill a group of different tasks in one billing entry. Rather, each task should be billed separately except those that take less than six minutes (e.g., reviewing ECFs), which should be aggregated into one billing entry. This ensures that total time billed in a day does not exceed the actual time expended.
- For similar tasks on the same date, either aggregate into one billing entry or describe the services in a way that shows the entries are distinct (e.g., continued PSR review; follow-up call to client; additional emails to co-counsel).

16a. Interviews and Conferences

Includes witness interviews, meetings, and communications. Specify with whom (e.g., client, AUSA, service provider), type of communication (e.g., email, telephone call, in-person meeting, Zoom conference), and topic (if not privileged).

a. Interviews and Conferences	Meet with client and interpreter	1.6[1]
a. Interviews and Conferences	Emails with AUSA re discovery issues in Vol 3	0.3

16b. Obtaining and Reviewing Records*

Includes discovery review and docket review. Specify type of discovery (transcripts, reports, medical records, photos, audio recordings, etc.) and, if applicable, approximate number of pages, text searches run, number of relevant hits reviewed, and length of audio/video recordings. Specify ECF numbers for docket review.

b. Obtaining and Reviewing Records	Review bank records, indictment, and investigative memos (5 pp)	4.9
b. Obtaining and Reviewing Records	Run approx. 5 text searches for client's name (including monikers) in 2TB of discovery; review approx. 175 pp of hits	2.8

16c. Legal Research and Brief Writing

Specify issue researched or type of motion. Include docket number if filed or note that document ultimately was not filed. Includes researching jury instructions, drafting research memos, and preparing sentencing memoranda and charts.

c. Legal Research and Brief Writing	Research and draft suppression motion	2.9
c. Legal Research and Brief Writing	Review PSR and draft objections	3.2

16d. Travel Time

Include origin/destination, whether round trip/one way, and method if not driving. When prorating travel among cases, provide the other case number(s).

d. Travel Time	Walk round trip office to US District Court	0.2
d. Travel Time	Office to/from Polk County Jail (split w/CASE #)	1.7

16e. Investigative or Other Work

Includes researching witnesses; inspecting evidence or crime scene; retrieving case-related evidence or property; preparing for hearing or trial, including witness examinations, opening statement, and closing argument; drafting requests for service providers; reviewing service provider bills to certify work was undertaken; budgeting the representation; and reviewing defense-generated materials, including documents, charts, and memos.

e. Investigative or Other Work	Prepare for hearing	0.7
e. Investigative or Other Work	Inspect crime scene with investigator	2.9

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[1] Times listed are for example purposes only.