

UNITED STATES DISTRICT COURT
(NAME OF DISTRICT)
111 STREET NAME
CITY, STATE 00000
(555) 555-5555

(NAME)
CLERK

(NAME)
CHIEF DEPUTY CLERK

(NAME)
DEPUTY IN CHARGE

MEETING WITH COUNSEL - 0/0/00
USA v. (NAME), 0:00 CR 000 (Judge #1)/(Judge #2)

1. Experts: Interim payment order entered; compensation will be reduced by 1/3; at end of service, expert should submit final voucher for service to date. Upon entry, amount withheld will automatically be recouped.
2. Statutory maximum for experts is \$7500 aggregate for all providers.
3. If counsel or experts traveling, should make ex parte motion to (Judge #2) for travel, get that approved, then (clerk) will issue a travel authorization and instructions on booking fares, hotels, etc. Receipts are required for all parking claims and for any other travel expense \$25 or more. If travel is emergency in nature, call (clerk) and process will be worked out.
4. Expenses were not identified at this meeting and are not known at this point.
5. Compensation rates agreed to at meeting:

-appointed attorney:	\$125 (by order of court)
-partners:	\$125
-associates:	\$100
-paralegals/law student interns:	\$50
-investigators/experts	\$75
-interpreters	\$50

There are no statutory maximums for death penalty cases; reductions will be made only if there are errors or unallowable expenses; as a norm, vouchers will be processed and paid within a 3-4 week period. If there are any problems, counsel will be called and/or email will be sent detailing problem.

6. Worksheets to be submitted for everyone working on case; partner time should be claimed on attorney's voucher, with separate worksheets for each attorney performing service. Separate voucher and worksheets should be submitted for associates because of difference in rate. Claims for paralegals and law student interns limited to legal research and writing, should be claimed as expenses on attorney's CJA 30 and must be supported with a memorandum if expense exceeds \$50.
7. Until final certification by the (name), case proceeds as d/p case and rates remain. If not certified, a meeting will be scheduled with the judge to determine procedure from that point forward.