

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

(NAME)
CLERK

(NAME)
CHIEF DEPUTY CLERK

(NAME)
DEPUTY IN CHARGE

MEETING WITH COUNSEL - 0/00/00
USA v. (DEFENDANT), et al., 0:00 CR 000 (District Judge)
USA v. (DEFENDANT), et al., 0:00 CR 000 (Magistrate Judge)

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 (Magistrate Judge) for travel, get that approved, then (Chief Deputy Clerk) will issue a travel authorization and instructions on booking fares, hotels, etc. If travel is emergency in nature, call (Chief Deputy Clerk) and process will be worked out.
4. No clear ideas yet on what expenses will be.
5. Compensation rates agreed to at meeting:
 - appointed attorney: \$125 (by order of court)
 - partners: \$125
 - associates: \$100
 - paralegals/law student interns: \$35

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 and should be claimed as expenses on attorney's CJA 30.
7. Until final certification by the AG, 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.