

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 - (DATE)
USA v. (NAME), 0:00 CR 0 (District Judge)/(Magistrate Judge)

1. **Experts:** Interim payment order entered (date). 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. All this means is that once the maximum is reached, regardless of amount of individual voucher, final claim will be forwarded to (the circuit) for second approval prior to payment.
3. **Travel:** If counsel or experts traveling, counsel must make ex parte motion to (Magistrate Judge) to approve travel. Upon granting motion, the court will issue a travel authorization and will provide 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 the Clerk's Office and speak with (name) or (name).
4. Specific expenses at not completely known at this time. (Name) indicated that there is a strong possibility of need to travel to (name of state) to interview witnesses. There are also anticipated expenses for mitigation experts and possibly for translation services.
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 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.
8. Items distributed at meeting:
 - Worksheets for counsel for in court compensation
 - Worksheets for counsel and experts for out of court compensation and expenses
 - Sample copies of CJA 30 forms and instructions
 - Sample copies of CJA 31 forms and instructions
 - Disks containing the CJA 31 forms, instructions and worksheets
 - Copies of the order of appointment and memoranda orders pertaining to payment
9. All counsel were encouraged to call (name) (555-5555) or (name) (555-5555) prior to filing motions related to expenses.
10. Counsel reminded that they may file their requests ex parte but that does not seal the filing. If they do not want the filing to be part of the case file, it was recommended that they move to seal the motion and papers and provide the appropriate envelope for sealing.
11. Any motions dealing with financial issues should contain the initials "(initials)" in parenthesis immediately after the judge's initials on the docket number. This will alert the docketing staff that the papers should be forwarded to Magistrate Judge (name) instead of to Judge (name).
12. CJA vouchers are not maintained with the case files and are not generally available for public viewing. However, counsel were advised that the vouchers without the worksheets are public documents and if the worksheets need to be sealed, counsel need to make the appropriate motions.