

**Automated CJA 20 Hourly Spreadsheet
Setup and Instruction Guide
District of Arizona**

General Information

The Court's automated CJA voucher spreadsheet uses Microsoft Excel for the purpose of calculating and summarizing hours, rates, and other CJA costs. Please download and save this file to use in tracking and computing your CJA related fees and expenses. The spreadsheet is designed to automatically calculate dollar amounts for the hours spent for In-Court and Out-of-Court time, and to add expense entries into the proper categories. In addition, the entered data will automatically upload to the CJA-20 voucher form.

Adjusting Your Computer Settings - IMPORTANT!!

Please read the following very carefully. These instructions will provide step-by-step directions to ensure settings are correct on the PC being used for the voucher preparation.

The CJA 20 Hourly Spreadsheet has an embedded macro that assists with print settings (prevents the printing of empty lines and ensures that any line that has data will be included in the printed document). The following screen prints will display the steps necessary to enable the included Print Setup macro. If you are a MAC user, the **Print / PDF Setup** button and **Sort by Date** button macros do not apply, but please go through the following steps to enable checkbox buttons on the **Voucher** tab.

1. When opening the CJA 20 Hourly Spreadsheet for the first time, you might see a box that looks like **Figure 1**. This means that the security settings in Excel are set to **High** (Click on **OK**). They must be set to **Medium**.



Figure 1

Below in **Figure 2** is the same box, except the help area is not showing. If the **Show Help** button is clicked, it will expand to look like **Figure 1**.



Figure 2

If you did not see the previous box, you might see one like **Figure 3**. This means that the security settings in Excel are set to **Very High**. In either case, they must be set to **Medium** (click on **OK**). If you do not get either of these messages, please skip to step #6 for another message option.



Figure 3

2. Please click on **Tools>Macro>Security...**

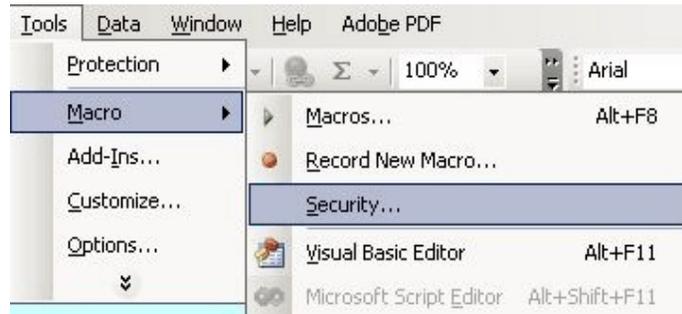


Figure 4

3. As the dialog box screen print illustrates (**Figure 5**), please click on **Medium**. Click on **OK**.
4. Please close the CJA 20 Hourly Spreadsheet (if you are prompted to save changes, please click on **No** and then close Excel).
5. Reopen Excel and then open the CJA 20 Hourly Spreadsheet.

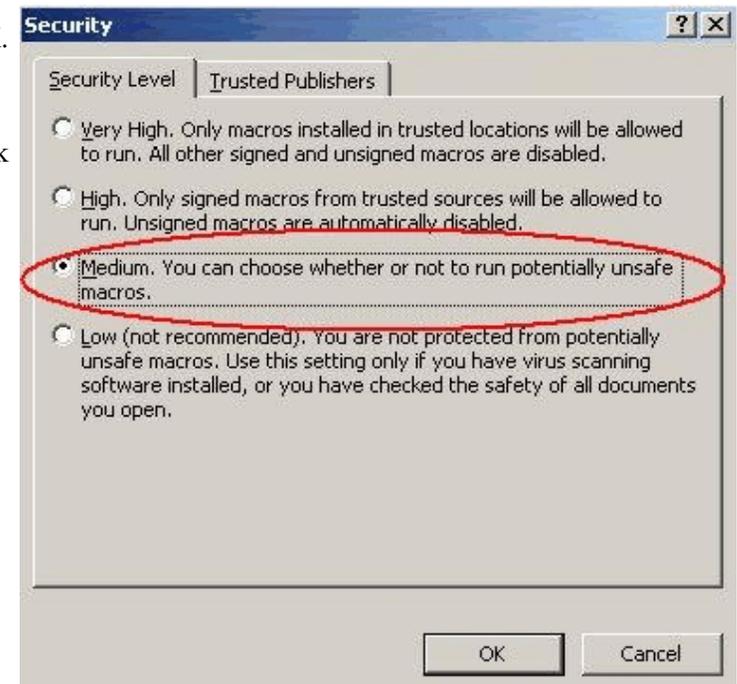
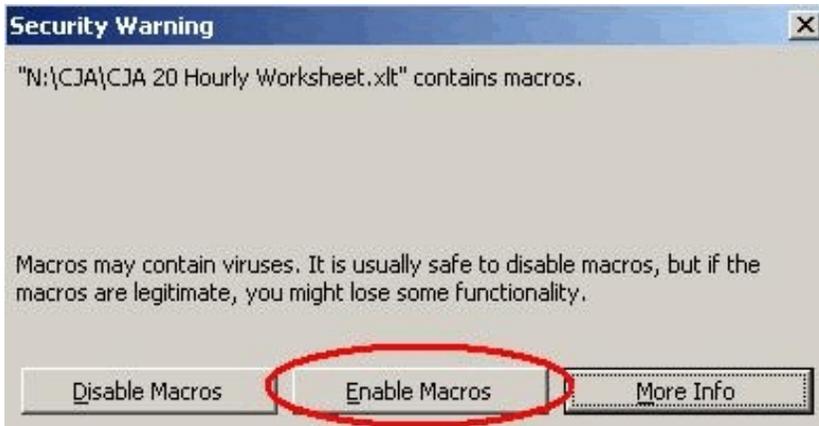


Figure 5

6. Upon opening, a dialog box will display (**Figure 6**). Click on **Enable Macros**.



NOTE: Changing this setting will **not** compromise the security of your PC. It is only causing the PC to give the choice to YOU whether or not to open a file that has macros. From now on, if an Excel spreadsheet file is opened that has a macro incorporated into the file, you will get this prompt and if you do not trust the source of the file, it is important to choose **Disable Macros**.

FYI: If you are having trouble checking the checkboxes on the CJA 20 **Voucher** tab in the spreadsheet, then you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again. If you do not get this message, go back to step 2. If you have **Excel 2007**, scroll down to the **Addendum** (page 13).

Once the **Enable Macros** button is clicked, the file will open to the **Services** tab.

Figure 6

Understanding the CJA 20 Hourly Worksheet Tabs

The CJA 20 Hourly spreadsheet is made up of four worksheets: **Services**, **Expenses**, **Summary**, and **Voucher** as depicted by the tabs at the bottom left of the page. These worksheets are *date* driven and will automatically calculate rate changes within the dates entered. ★ **It is very important to pay close attention to the dates entered in order to insure accurate calculations for billing!!** ★

- The first tab in the spreadsheet is the **VOUCHER** worksheet tab. This worksheet will display uploaded data entered on the **Services** and **Expenses** worksheets.
- When the spreadsheet is first opened in Excel, the **SERVICES** worksheet tab is displayed. Use this worksheet to record billable hours for **In Court** and **Out of Court** activity.
- Next to the **Services** tab is the **EXPENSES** worksheet tab. Use this worksheet to record other costs such as mileage, travel, copying costs, facsimile costs, etc.

- Next to the **Expenses** tab is the **SUMMARY** worksheet tab. This worksheet will automatically summarize costs of items entered on the **Services** and **Expenses** worksheets.

Completing the CJA 20 Hourly Spreadsheet

NOTE: The top header of the **Services** tab (**Figure 7**) has the following mandatory fields. Once these fields are completed on the **Services** tab, the data will simultaneously populate to all the other tabs.

Attorney:	_____
Defendant:	_____
Material Witness:	_____
Case No:	_____
Judge:	_____
Bill Dates	From: _____
	To: _____

REMINDER: Hourly rates are determined by the DATE entered, so **PLEASE** check your work!

Figure 7

Complete all appropriate fields as indicated below. **Remember that "In and Out of Court" time is recorded in tenths of an hour (6 minutes = .10).**

- A. Completion of the **Services** Worksheet
1. Enter the header information. This information will automatically populate to the **Expenses**, **Summary**, and **Voucher** worksheets.

Attorney	-Enter attorney's name
Defendant	-Enter the defendant's name as it appears on the docket
Material Witness	-Enter the material witness's name as it appears on the docket
Case No.	-Enter the criminal/mag. case number assigned
Judge	-Enter the Judge's initials
Bill Dates	-Enter the "from/to" date range of the billing - it is MANDATORY that <u>BOTH</u> of these fields are filled in before entering any services or expenses. If left blank a reminder message will direct the cursor back to the date fields.

2. Enter the line by line data for "In and Out of Court" activity. Enter the date (MM/DD/YY), description of the entry, document number reflected on the docket in ECF (if applicable), number of pages for disclosure reviewed or motions filed, and time worked in the appropriate columns 15a. through 16e., as applicable (**Figure 8**). (**Remember that billable hours are claimed in tenths of hour; 6 mins. = .10**). The hourly rate will automatically be applied to the time charged. The following columns correspond to the lines on the CJA-20 voucher.

In Court

- 15a - Arraignment and/or Plea Hrg
- 15b -Bail & Detention Hearing
- 15c - Motion Hrg
- 15d – Trial
- 15e – Sentence Hrg
- 15f – Revocation Hrg
- 15g – Appeals Court Hrg
- 15h – Other

Out of Court

- 16a - Interviews/conferences
- 16b - Obtaining/reviewing records
- 16c - Legal research & Brief Writing
- 16d – Travel time
- 16e – Investigative and other work

Sort by Date		Printing / PDF Setup		CJA 20 Worksheet - Attorney Time												
Attorney:																
Defendant:																
Material Witness:																
Case No:																
Judge:																
Bill Dates From:																
To:																
REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!																
Date	Services Description	Doc Number (ECF)	Pages	15 a Arraignment/Plea	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other	16 a Interviews	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
5/1/06	Conference with defendant											0.5				
5/1/06	Arraignment			0.5												

Figure 8

B. Completion of the **Expenses** Worksheet

1. Enter the line by line data for "Travel Expenses" and "Other Expenses" activity (**Figure 9**). Mileage entered will automatically be calculated by the rate in effect **as of the date** of that entry. Dollar amounts claimed for expenses, other than mileage, must be manually entered in the appropriate columns. Include a detailed description for all other expenses claimed. (For example, when entering the expense claim for photocopies; the description might read as: "40 copies @ .20 each", then manually enter \$8.00 in the "Photocopies" column.)

BOX 17 Travel Expenses

Date
Expense Description (ie, mileage to CCA, or parking)
Travel Miles (enter # of miles only)
Travel Misc. (parking)

BOX 18 - Other Expenses

Facsimile
Long Distance Charges
Photocopies
Postage
Other Expenses

CJA 20 Worksheet - Expenses								
Attorney: <u>Joe Attorney</u>								
Defendant: <u>Jane Defendant</u>								
Material Witness: _____								
Case No: <u>CR 07-1234-001</u>								
Judge: <u>JMR</u>								
Bill Dates From <u>5/1/05</u>								
To: <u>7/29/07</u>								
<p>REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!</p>								
Date	Expenses Description	17 Travel Miles	17 Travel Misc.	18 - Facsimile	18 - Long Distance Charges	18 - Photocopies	18 - Postage	18 Other Expenses
5/1/06	rt trvl to court	20						
7/29/07	rt trvl to court	20						
7/29/07	3 copies @ .20 each					\$0.60		

Figure 9

C. Locked Cells

1. As information is entered on the **Services** and **Expenses** tabs, the data will transfer to the **Summary** tab and the **Voucher** tab. Those fields on the **Voucher** tab that have been populated by the **Services** or the **Expenses** tab will be locked to prevent any modifications. If adjustments are needed to those locked fields, the adjustments must be made to either the **Services** or the **Expenses** tab. If an attempt is made to edit a field that is locked on any of the tabs, the following message will be displayed on the screen (**Figure 10**):



Figure 10

Click on **OK** and continue working.

D. The **Summary** Worksheet (completed automatically as information is entered on the **Services** and **Expenses** tabs)

This sheet presents the calculated totals based on hours and miles/expenses entered in the **Services** and **Expenses** worksheets (Figure 11).

CJA 20 - Voucher Summary

Attorney: _____
 Defendant: _____
 Material Witness: _____
 Case No: _____
 Judge: _____
 Bill Dates: _____
 To: _____

	2/1/2007 - Current	1/1/2006 - 1/31/2007	9/1/2005 - 12/31/2005	2/4/2005 - 8/31/2005
17. Travel Miles	(.485 per mile)	(.445 per mile)	(.485 per mile)	(.405 per mile)
	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed
Total Miles Driven	20	20	0	0
Total Miles x Rate Per Mile	\$9.70	\$8.90	\$0.00	\$0.00
17. Travel Misc.	\$0.00			
17. Total Travel Expenses	\$18.60			
18. Facsimile	\$0.00			
18. Long Distance Charges	\$0.00			
18. Photo Copies	\$0.60			
18. Postage	\$0.00			
18. Other Expenses	\$0.00			
18. Total	\$0.60			
Grand Total Of CJA Voucher	\$111.20			

Categories	1/1/2008 - Current	5/20/2007 - 12/31/07	1/1/2006 - 5/19/07	5/1/2002 - 12/31/2005
	(\$100/hour)	(\$94/hour)	(\$92/hour)	(\$90/hour)
	Hours Claimed	Hours Claimed	Hours Claimed	Hours Claimed
15a - Arraignment/Plea	0.0	0.0	0.0	0.0
15b - Bail/Detention	0.0	0.0	0.0	0.0
15c - Motions	0.0	0.0	0.0	0.0
15d - Trial	0.0	0.0	0.0	0.0
15e - Sentencing	0.0	0.0	0.0	0.0
15f - Revocation	0.0	0.0	0.0	0.0
15g - Appeals Court	0.0	0.0	0.0	0.0
15h - Other	0.0	0.0	0.0	0.0
Total 15a - 15h (Hours)	0.0	0.0	0.0	0.0
Total In-Court x Rate Per Hour	\$0.00	\$0.00	\$0.00	\$0.00
16a - Interviews	0.0	0.0	0.0	0.0
16b - Records	0.0	0.0	0.0	0.0
16c - Research/Writing	0.0	0.0	0.0	0.0
16d - Travel Time	0.0	0.0	0.0	0.0

Figure 11

E. Completion of the Voucher Tab

Data entered on the Services and Expenses tabs will carry over to the CJA 20 Voucher tab. However, this form requires certain additional information to be entered prior to submission for payment, specifically boxes 1, 3, 8 through 12, 21 and 22. Boxes 6 and 7 must be completed if applicable.

FYI: If you are having trouble checking the checkboxes on the CJA 20 **Voucher** tab in the spreadsheet, then you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again. If you do not get this message, go back to step 2. If you have **Excel 2007**, scroll down to the **Addendum** (page 12). **Please enter and review all information on this form prior to converting to .pdf and e-filing!** Sort by Date button (Not included on MAC spreadsheet)

Once all the necessary entries have been input on the **Services** and the **Expenses** tabs and all information has been checked for accuracy or even before, you can sort all your entries by date. In the area of cell A1 (on the spreadsheet, **NOT** the toolbar) there is a gray **Sort by Date** button that looks like this (**Figure 12**):



Figure 12

This button is programmed to sort all entries by date in ascending order simultaneously on both the **Services** and the **Expenses** tabs.



Figure 13

G. Printing and/or Converting the **Voucher** and Worksheets to PDF (Not included on MAC spreadsheet)

Once all the necessary entries have been input on the **Services** and the **Expenses** tabs and all information has been checked for accuracy, the voucher is ready to print. In the area of cell B1 (on the spreadsheet, **NOT** the toolbar) there is a gray **Print/PDF Setup** button that looks like this (**Figure 13**):



Figure 14

This button is programmed to set all the print settings for the entire workbook. Please click on this and the screen will flash as it switches from sheet to sheet to make the print setting adjustments. Once it is finished, the Print dialog box will appear (**Figure 14**).

Notice that **Active Sheet(s)** is selected under the *Print What* section of the displayed Print dialog box. The macro has selected to print all the tabs. This allows all pages to print at once and all the settings will apply to each sheet in the workbook.

To print a hard copy for attorney records, please choose the appropriate printer and then click **Preview**.

To e-file these documents, please choose a PDF option, and then click **Preview** (optional). File using standard e-filing procedures documented in the ECF User Manual located on our website www.azd.uscourts.gov.

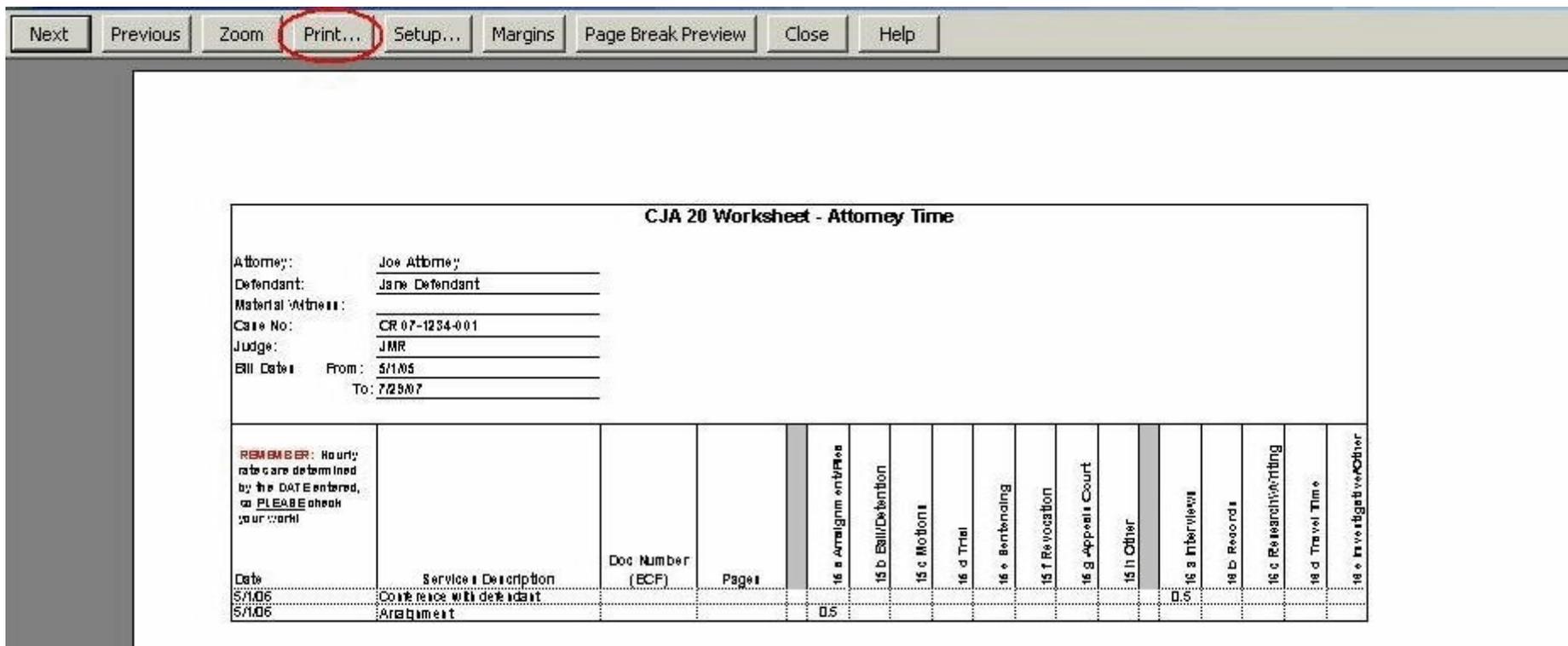


Figure 15

Note: Only lines that have data entered on the **Services** and **Expenses** tabs will be displayed (Figure 15). There should be one page for the **Summary** and one page for the **CJA 20 Voucher** (possibly another voucher page for older pay rates). Click on the **Print** button (circled in red) at the top of the preview area and the file will print with the designated settings.

After the **Addendum** page(s) are samples of each printed sheet. If you have any questions or comments about the spreadsheet, please call the **Voucher Staff** in Phoenix at (602) 322-7151 or e-mail at phxcja@azd.uscourts.gov or in Tucson at (520) 205-4280 or e-mail at tuccja@azd.uscourts.gov.

ADDENDUM

EXCEL 2007 KNOWN ISSUE

There is a known PDF issue using Microsoft Excel 2007. Microsoft is aware of the issue and have published an add-in that may be [downloaded](#) from Microsoft's website. Once you have downloaded the add-in, go back into Microsoft Excel 2007 and open the CJA-20 Hourly Spreadsheet. Click on the **Print/PDF setup** button to set the formatting (the **Print / PDF Setup** button does not apply to MAC users), wait for the *Print* window to display and then click on **Cancel**. Click on the Office button and go down to **Save As...** (DO NOT CLICK). Save As options will display on the right panel, click on the **PDF or XPS** option. Next, a *Publish as PDF or XPS* window will display with the spreadsheet already named. Click the *Save in* down arrow to store the PDF file in the desired directory. Below the *Save as Type* box, there will be a checkbox labeled **Open file after publishing** (this enables the file to launch once it is saved for you to see it). Please make sure that box is checked (only needs to be checked once and then will stay checked). Next, click on the **Options** button. Under the Publish what section, click **Entire Workbook** (this needs to be done every time). Click **OK**. Click **Publish**. The PDF file will automatically launch for viewing.

If when the **Print / PDF Setup** button is clicked, an error displays that indicates the macro is disabled, click on the Office button that looks like this: On the bottom right side of the screen that displays, click on the **Excel Options** button. The *Excel Options* window displays. On the left panel, click on **Trust Center**. Then on the right, click on the **Trust Center Settings** button. The *Trust Center* window displays. On the left panel, click on **Macro Settings**. Then on the right, under Macro Settings section, click on **Enable all macros**. This option must only be set once and will remain until it is changed.

SAVING in EXCEL 2007

Microsoft Excel 2007 introduced new file formats. Because the CJA 20 spreadsheet has macro buttons on the Services tab (Sort by Date and Printing /PDF Setup), it is necessary to save the file as a macro enabled worksheet (XLSM). When ready to save the CJA 20 spreadsheet, if an attempt is made to save as another format, you will see this warning (**Figure 16**). Click **No**.

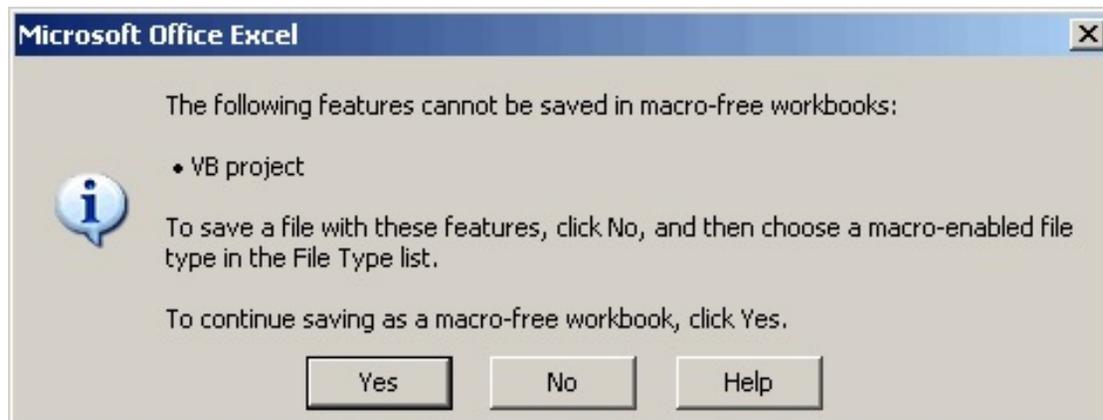


Figure 16

After clicking **No**, a new **Save As** dialog box will appear to allow saving the spreadsheet as an **Excel Macro-Enabled Workbook (*.xlsm)** (Figure 17).

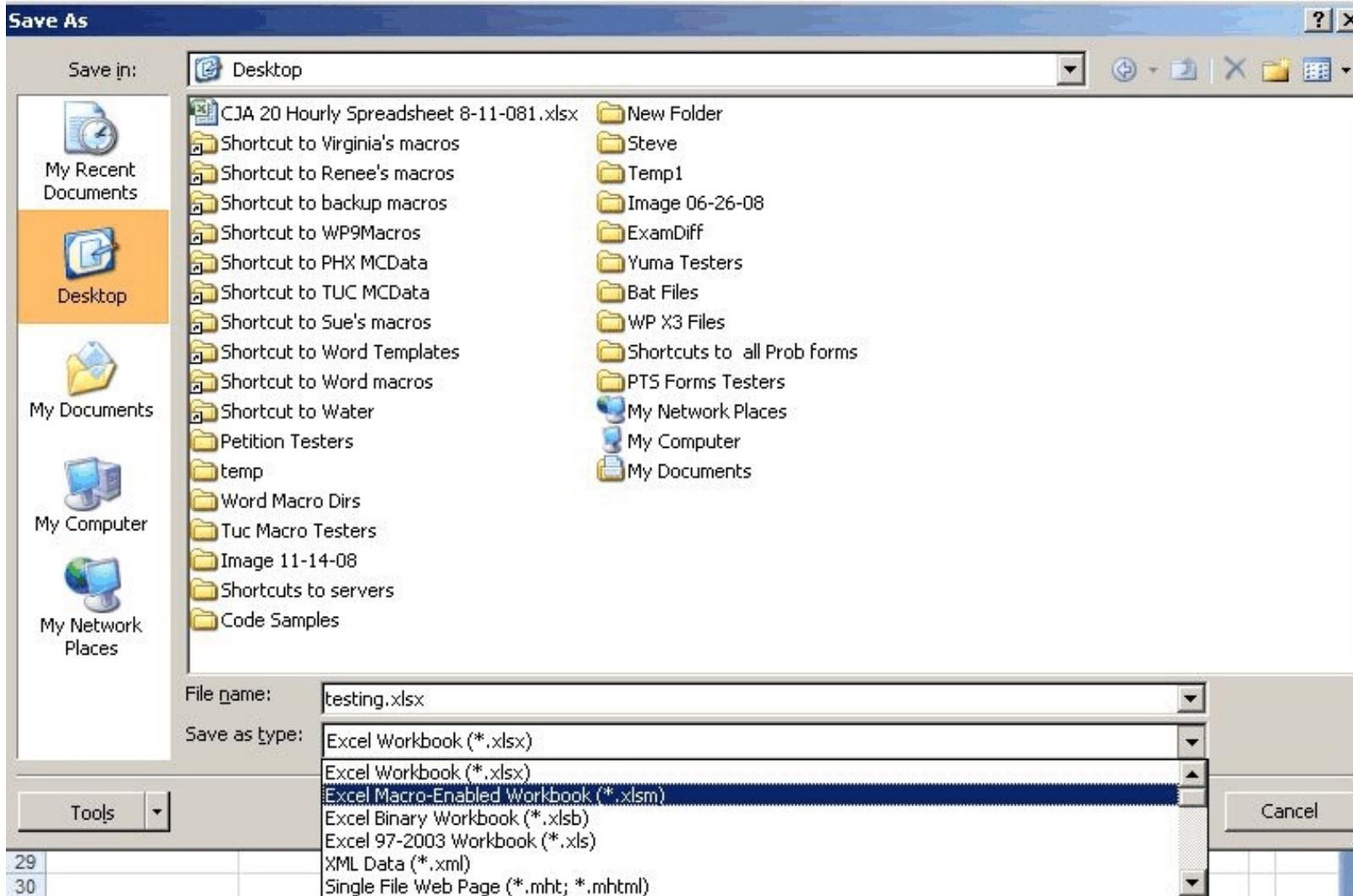


Figure 17

NO ADOBE ACROBAT? NOT USING EXCEL 2007?

If you only have Adobe Reader and do not have Adobe Acrobat installed, you will not have the option to create a PDF file until you either purchase and install Adobe Acrobat or download a shareware PDF writer from the internet. The benefit to purchasing and using Adobe Acrobat software is the ability to manipulate the PDF file. Acrobat allows you to open the file and rotate, delete, re-order or add additional pages to the existing PDF. However, there are shareware options available, like www.cutepdf.com, that will simply create a PDF file from the Excel spreadsheet and will allow the file to be viewed through Adobe Reader. For this option, click on the CutePDF hyperlink above. Once at the CutePDF website, install the CutePDF Writer (Freeware). Click **Free Download** and the *File Download - Security Warning* window will display. Please click on **Run** (NOT SAVE). Next, the *Internet Explorer - Security Warning* window will display, please click on **Run**. *Setup - CutePDF Writer* window displays, beginning the setup, click on **Next**. Click **I accept the agreement** on the *Setup - CutePDF Writer* window, then click **Next**. Click **Install**. When it is complete, you will get a *CutePDF Writer Setup* window prompting the install of a PS2PDF converter. Click **Yes** to allow the setup program to download and install this free converter. Once that is complete the setup will launch a Readme file. You can close that window and the Internet Explorer window. The download is complete. Launch Microsoft Excel and open the CJA 20 Hourly Spreadsheet. Click on the **Printing / PDF Setup** button to set the print formatting (the **Print / PDF Setup** button does not apply to MAC users). When the *Print* window displays, under the Printer section, instead of selecting a printer, click on the down arrow and choose the new option CutePDF writer. Click **OK**. A *Save As* window will display with the PDF named the same as the CJA 20 Hourly Spreadsheet. Click the *Save in* down arrow to store the PDF file in the desired directory. Click on **Save**. The PDF file should be viewed/opened using Adobe Reader.

1. CIR./DIST./DIV. CODE AZD	2. PERSON REPRESENTED Jane Defendant	VOUCHER NUMBER	
3. MAG. DKT./DEF. NO. MG05-5678-1	4. DIST. DKT./DEF. NO. CR05-1234-1	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NO.
7. IN CASE/MATTER OF (Case Name) USA vs. Jane Defendant	8. PAYMENT CATEGORY <input checked="" type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	9. TYPE PERSON REPRESENTED <input checked="" type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other	10. REPRESENTATION TYPE (See Instructions) Criminal Case

11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) *If more than one offense, list (up to five) major offenses charged, according to severity of offense.*
 8 USC 1326 Re-entry After Deportation

12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix) AND MAILING ADDRESS Joe Attorney 234 Westwood Drive Tucson, AZ 85716 Telephone Number: 520-322-7185	13. COURT ORDER <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs For Federal Defender <input type="checkbox"/> R Subs For Retained Attorney <input type="checkbox"/> P Subs For Panel Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Dates: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case, OR <input type="checkbox"/> Other (See Instructions)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

14. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions) Joe Attorney 234 Westwood Drive Tucson, AZ 85716	Signature of Presiding Judge or By Order of the Court _____ Date of Order 05/01/2006 Repayment or partial repayment ordered from the person represented for this at time of appointment. <input type="checkbox"/> YES <input type="checkbox"/> NO Nunc Pro Tunc Date
------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CLAIM FOR SERVICES AND EXPENSES FOR COURT USE ONLY

CATEGORIES (Attach itemization of services with dates)	HOURS CLAIMED			TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED	MATH/TECH. ADJUSTED	ADDITIONAL REVIEW
	3/11/09 - Current (\$110/hour)	01/01/08 - 3/10/09 (\$100/hour)	5/20/07 - 12/31/07 (\$94/hour)				
In Court	a. Arraignment and/or Plea						
	b. Bail and Detention Hearing						
	c. Motion Hearings						
	d. Trial						
	e. Sentencing Hearings	0.5					
	f. Revocation Hearings						
	g. Appeals Court						
	h. Other (Specify on additional sheets)						
	TOTALS (15a-15h):	0.5					
TOTALS x Rate/HR:	\$55.00			\$55.00			
Out of Court	a. Interviews and Conferences						
	b. Obtaining and reviewing records		0.1				
	c. Legal research and brief writing						
	d. Travel time		0.5				
	e. Investigative and other work (Specify on additional sheets)						
	TOTALS (16a-16e):		0.6				
TOTALS x Rate/HR:		\$60.00		\$336.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)				\$18.55			
18. Other Expenses (other than expert, transcripts, etc.)				\$2.00			
GRAND TOTALS (CLAIMED AND ADJUSTED):				\$411.55			

19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE FROM: May 1, 2006 TO: June 1, 2009	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION 4
-----------------------------------------------------------------------------------------------------	----------------------------------------------------------------	---------------------------

22. CLAIM STATUS Final Payment Interim Payment Number _____ Supplemental Payment

Have you previously applied to the court for compensation and/or reimbursement for this? YES NO If yes, were you paid? YES NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? YES NO If yes, give details on additional sheets.

I swear and affirm the truth or correctness of the above statements.

Signature of Attorney: s/Joe Attorney Date: June 1, 2009

APPROVED FOR PAYMENT --- COURT USE ONLY				
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR./CERT.
34. SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) <i>Payment approved in excess of the statutory threshold amount</i>			DATE	28a. JUDGE CODE

CLAIM FOR SERVICES AND EXPENSES					FOR COURT USE ONLY				
CATEGORIES (Attach itemization of services with dates)		HOURS CLAIMED			TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED	MATH/TECH. ADJUSTED	ADDITIONAL REVIEW	
		1/1/06 - 5/19/07 (\$92/hour)	5/1/02 - 12/31/05 (\$90/hour)						
15.	a. Arraignment and/or Plea								
	b. Bail and Detention Hearing								
	c. Motion Hearings								
	d. Trial								
	e. Sentencing Hearings								
	f. Revocation Hearings								
	g. Appeals Court								
	h. Other (Specify on additional sheets)								
	TOTALS (15a-15h):								
	TOTALS x Rate/HR:								
16.	a. Interviews and Conferences	1.0							
	b. Obtaining and reviewing records	2.0							
	c. Legal research and brief writing								
	d. Travel time								
	e. Investigative and other work (Specify on additional sheets)								
	TOTALS (16a-16e):		3.0						
	TOTALS x Rate/HR:		\$276.00						

CJA 20 Worksheet - Attorney Time

[** Download current version of CJA 20 Hourly Spreadsheet **](#)

Attorney: Joe Attorney
Defendant: Jane Defendant
Material Witness: _____
Criminal Case No: CR05-1234-1
Mag. Case No: MG05-5678-1
Judge: JMR
Bill Dates From: 5/1/06
To: 6/1/09

[CJA Guidelines](#)

[CJA Benchmarks - Arizona](#)

Date	Services Description	Doc Number (ECF)	Pages									16 a Interviews	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
				15 a Arraignment/Plea	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other					
5/1/06	Conference with defendant											1.0				
7/1/06	Review disclosure		160										2.0			
9/2/08	review minute entry	12	1									0.1				
12/1/08	Travel to CCA (saw 6 clients, see attached list)														0.5	
5/30/09	Attend Sentencing							0.5								

CJA 20 Worksheet - Expenses

Attorney: Joe Attorney
Defendant: Jane Defendant
Material Witness: _____
Criminal Case No: CR05-1234-1
Mag. Case No: MG05-5678-1
Judge: JMR
Bill Dates **From:** 5/1/06
 To: 6/1/09

REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!								
Date	Expenses Description	17 Travel Miles	17 Travel Misc.	18 - Facsimile	18 - Long Distance Charges	18 - Photocopies	18 - Postage	18 Other Expenses
12/1/08	Travel to CCA (6 clients, see attached list)	27						
5/30/09	Travel to USDC for sentencing	5						
6/1/09	10 copies at .20 each					\$2.00		

CJA 20 - Voucher Summary

Attorney: Joe Attorney
 Defendant: Jane Defendant
 Material Witness: _____
 Criminal Case No: CR05-1234-1
 Mag. Case No: MG05-5678-1
 Judge: JMR
 Bill Dates From: 5/1/06
 To: 6/1/09

Categories	3/11/09 - Current	1/1/08 - 3/10/09	5/20/07 - 12/31/07	1/1/06 - 5/19/07	5/1/02 - 12/31/05
	(\$110/hour)	(\$100/hour)	(\$94/hour)	(\$92/hour)	(\$90/hour)
	Hours Claimed	Hours Claimed	Hours Claimed	Hours Claimed	Hours Claimed
15a - Arraignment/Plea	0.0	0.0	0.0	0.0	0.0
15b - Bail/Detention	0.0	0.0	0.0	0.0	0.0
15c - Motions	0.0	0.0	0.0	0.0	0.0
15d - Trial	0.0	0.0	0.0	0.0	0.0
15e - Sentencing	0.5	0.0	0.0	0.0	0.0
15f - Revocation	0.0	0.0	0.0	0.0	0.0
15g - Appeals Court	0.0	0.0	0.0	0.0	0.0
15h - Other	0.0	0.0	0.0	0.0	0.0
Total 15a - 15h (Hours)	0.5	0.0	0.0	0.0	0.0
Total In-Court x Rate Per Hour	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00
16a - Interviews	0.0	0.0	0.0	1.0	0.0
16b - Records	0.0	0.1	0.0	2.0	0.0
16c - Research/Writing	0.0	0.0	0.0	0.0	0.0
16d - Travel Time	0.0	0.5	0.0	0.0	0.0
16e - Investigative/Other	0.0	0.0	0.0	0.0	0.0
Total 16a - 16e (Hours)	0.0	0.6	0.0	3.0	0.0
Total Out-of-Court x Rate Per Hour	\$0.00	\$60.00	\$0.00	\$276.00	\$0.00

17. Travel Miles	2/1/09 - Current	8/1/08 - 1/31/09	3/19/08 - 7/31/08	2/1/07 - 3/18/08	1/1/06 - 1/31/07	9/1/05 - 12/31/05
	(.550 per mile)	(.585 per mile)	(.505 per mile)	(.485 per mile)	(.445 per mile)	(.485 per mile)
	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed
Total Miles Driven	5	27	0	0	0	0
Total Miles x Rate Per Mile	\$2.75	\$15.80	\$0.00	\$0.00	\$0.00	\$0.00

	2/4/05 - 8/31/05	1/1/04 - 2/3/05
	(.405 per mile)	(.375 per mile)
	Miles Claimed	Miles Claimed
Total Miles Driven	0	0
Total Miles x Rate Per Mile	\$0.00	\$0.00

17. Travel Misc.	\$0.00
17. Total Travel Expenses	\$18.55

18. Facsimile	\$0.00
18. Long Distance Charges	\$0.00
18. Photo Copies	\$2.00
18. Postage	\$0.00
18. Other Expenses	\$0.00
18. Total	\$2.00

Grand Total Of CJA Voucher	\$411.55
-----------------------------------	-----------------