

DISTRICT OF OREGON CJA TIP SHEET

Specificity in Expert Billing

An expert's description of services should mirror the work requested in the expert authorization. Services should contain some detail but no work product. If the services are different, the attorney/expert must include a justification for the difference. Experts must bill in 6 minute increments and should also be sure to aggregate services that take less than six minutes. Do not bundle services for the same day into one entry. Also see the Tip Sheet on Billing Guidance.

Do this:

| Date | Description | Units |
|------------|--|-------|
| 05/15/2017 | round trip travel time to Specific Jail | 1.7 |
| 05/15/2017 | meeting with client and attorney (initials) and interpreter (initials). | 1.6 |
| 05/17/2017 | Review volume 3 discovery: search warrant affidavits, DEA 6 reports | 3.4 |
| 05/26/2017 | research into witness (initials); review witness specific discovery (about 70 pages) | 2.1 |
| 05/28/2017 | Follow up call with witness (initials) | 0.2 |
| 05/28/2017 | travel to and from (city) to interview witness (initials) | 1.3 |
| 05/28/2017 | interview witness (initials) | 0.6 |
| 05/31/2017 | Voice mail and email to attorney about witness (initials) interview | 0.2 |

Not this:

| Date | Description | Units |
|------------|---|-------|
| 05/15/2017 | travel time (2.0); case meeting (1.5); email attorney (0.3) | 3.8 |
| 05/17/2017 | Review discovery | 3.5 |
| 05/26/2017 | Witness research | 2.0 |
| 05/28/2017 | Phone call | 0.5 |
| 05/31/2017 | Voice mail to attorney | 0.1 |
| 05/31/2017 | Email to attorney | 0.1 |
| 05/31/2017 | Email from attorney | 0.1 |

| Minutes | Tenths |
|---------|--------|
| 0-3 | .0 |
| 3-6 | .1 |
| 7-12 | .2 |
| 13-18 | .3 |
| 19-24 | .4 |
| 25-30 | .5 |
| 31-36 | .6 |
| 37-42 | .7 |
| 43-48 | .8 |
| 49-54 | .9 |
| 55-60 | 1.0 |

Questions? Contact the CJA Panel Team!

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(503) 326-2123, ask for eVoucher help

eVoucher: navigate to Help, eVoucher Documentation