District of Oregon CJA Tip Sheet

CJA-20 Billing Basics: In Court Time by Category

In General

- Describe work in sufficient detail to allow reviewers to gauge the reasonableness of tasks performed.
- Time spent attending court hearings for co-defendants or others (not your own client) is *not* billable as in court time, bill under Out of Court Time-Investigation.
- Bill in 6-minute increments (.1 hr for every 6 minutes)

15a. Arraignment and/or Plea

First appearance
Initial appearance
Change of plea

15b. Bail and Detention Hearings

Detention hearing (if separate from first/initial appearance detention issues)
Pretrial release violation hearings (this includes hearing on failure to surrender)

15c. Motion Hearings

Hearings on motions (other than hearings on motions for detention review)

15d. Trial

Pretrial hearing in preparation for trial
Actual trial days (with or without jury present)

15e. Sentencing Hearings

Sentencing
Re-sentencing

15f. Revocation Hearings

Post-judgment violation hearings (violation of probation or supervised release)

15g. Appeals Court

This is for appearance in District Court on an appellate issue (not common). This can be for appeal of a magistrate's decision to district judge, or other appellate issue

15h. Other

Miscellaneous hearings which do not fit the above categories (status conferences, CAPS conferences, etc.); however, please do your best to place in correct categories above or send questions to ORX_CJATeam@fd.org.