District of Oregon CJA Tip Sheet

CJA-20/30 Billing Basics: **Out of Court** Time by Category

In General

- Describe work in sufficient detail to allow reviewers to gauge the reasonableness of tasks performed.
- Descriptions should contain some detail about tasks performed, without revealing work product.
- Separate individual tasks rather than block bill a group of tasks under a single time entry.
- Bill in 6-minute increments (.1 hr for every 6 minutes)
- If time spent on a service does not approach six (6) minutes, do not enter the time as a 0.1. Aggregate shorter periods of time, but the aggregate should not total more than the actual time spent.

16a. Interviews and Conferences

Include all communications, including reading and responding to emails with client, prosecutor or service provider, client, and defense team meetings. Specify with whom and type of communication. Use initials for witnesses.

a. Interviews and Conferences	Meet w/client and interpreter Name	1.6
a. Interviews and Conferences	Emails with AUSA re discovery issues in Vol 3	0.3

16b. Obtaining and Reviewing Records

Include all discovery review and all docket filing review. Provide specificity by describing the type of discovery review (transcripts, reports, medical records, photos, audio recordings, etc.) and list Bates number ranges or approximate number of pages and length of audio or video recordings, when applicable. Review docket entries in ECF and note docket number.

b. Obtaining and Reviewing Records	Reviewing documents re: GOV0-GOV800 (bank records), indictment, and investigative memos (5 pages)	1.9
b. Obtaining and Reviewing Records	Run approx. 5 text searches for client's name (including monikers) in 2TB of discovery; review approx. 175 pp of hits	2.2

16c. Legal Research and Brief Writing

Indicate briefly what is being researched. Separate research from writing whenever possible. Specify issue researched or type of motion, and include docket number if filed. Explain if document ultimately was not filed. Include jury instruction research and drafting sentencing memoranda and charts.

c. Legal Research and Brief Writing	Research re: protective order	0.9
c. Legal Research and Brief Writing	Review PSR and draft objections	3.2

16d. Travel Time

Include destination, whether round trip, one way, and method if not driving. When prorating travel among cases, as required, provide the other case numbers.

d. Travel Time	Walk round trip office to US District Court	0.2
d. Travel Time	Drive round trip from office to * detention center	1.7

16e. Investigative or Other Work

Include witness research, evidence or crime scene inspection, retrieving case-related property, hearing and trial preparation including preparing witness examinations, opening statement and closing argument, engaging service providers including experts, drafting service provider fee requests, and case budgeting.

e. Investigative or Other Work	Draft funding application and prepare budget	0.7
e. Investigative or Other Work	Interview witness (initials or Witness 6) with investigator	2.9