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 from those authorized, the attorney/expert must include a justification for the difference. Experts must bill in 6-minute increments and should also be sure to **aggregate similar services**, but **do not bundle disparate services** for the same day into one entry. See also, Tip Sheet titled CJA-21 and CJA-31 Billing Tips.

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: review search warrant affidavits, and DEA 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	Voicemail and email to attorney about witness (initials) interview	0.2

Not this:

Date	Description	Units
05/15/2017	travel time; case meeting; email attorney	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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Call 503-326-2123 and as for the CJA Panel Team
Or in eVoucher: navigate to Help, eVoucher Documentation