



Billing Tips for CJA-20

- Describe work in sufficient detail to allow reviewers to gauge the reasonableness of tasks without unnecessarily revealing work product or privileged information.
- Bill individual tasks separately rather than block billing groups of tasks under a single time entry, except for tasks less than six minutes each as described next.
- If the time spent on a service does not approach six (6) minutes, do not enter the time as 0.1. Instead, aggregate shorter periods of time in the same day so that the total billed equals the actual time spent.

16a. Interviews and Conferences

Includes meetings and communications, e.g., reviewing and responding to emails, meetings with client and defense team, telephone calls with counsel and service providers. Specify with whom and type of communication.

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

16b. Obtaining and Reviewing Records

Includes discovery review and docket review. Specify type of discovery reviewed (transcripts, reports, medical records, photos, audio recordings, etc.) with bates range, approximate number of pages, and length of audio or video recordings, if applicable. Specify ECF numbers for docket review.

b. Obtaining and Reviewing Records	Review GOV0-GOV800 (bank records), indictment, and investigative memos (5 pages)	1.9
b. Obtaining and Reviewing Records	Review and Casemap Vol 25 ~1500 pages (phone records, witness statements, criminal history)	2.2

16c. Legal Research and Brief Writing

Specify issue researched or type of motion, and separate research from writing when possible. Include docket number if filed or note that document ultimately was not filed. Includes researching jury instructions, drafting research memos, and preparing 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 origin/destination, whether roundtrip/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 San Quentin Detention Center	1.7

16e. Investigative or Other Work

Includes witness research; evidence or crime scene inspection; retrieving case-related property; hearing and trial preparation including witness examinations, opening statement, and closing argument; engaging service providers including experts; drafting service provider fee requests and reviewing/certifying provider bill for payment; case budgeting; and review of defense-generated materials including documents, charts, and memos.

e. Investigative or Other Work	Draft funding application and prepare budget	0.7
e. Investigative or Other Work	Interview witness B.D. with investigator	2.9