

**CJA26 MEMORANDUM WORK SHEET
TRIAL ATTORNEY HOURS**

I. Estimated Attorney Hours for Trial Preparation

Discovery Retrieval, Organization and Review _____

Estimated Hours for Motions and Hearings:

- A. Preliminary Court Proceedings (including motions in limine, discovery hearings, final pretrial conferences) _____
- B. Drafting Motions (including motions in limine, requests for subpoenas and budget requests) _____
- C. Legal Research _____

Estimated Hours for Drafting and Reviewing Jury Instructions & Voir Dire _____

Estimated Hours for Witness interviews (local and non-local) _____

- A. Estimated Hours for Travel to Interview Witnesses _____

Estimated Hours for Client Consultation & Meetings _____

- A. Estimated Hours for Travel to Jail or other Locations _____

Estimated Hours for Expert Witness Consultation _____

Estimated Hours for Other Meetings and Consultations

- A. With Prosecutors and Case Agents _____
- B. Counsel for Codefendants _____
- C. Investigators and Paralegals _____
- D. Other _____

Describe

Estimated Hours for General Trial Preparation (including preparing opening statements, closing arguments, cross and direct examination and jury selection) _____

II. Estimated Attorney Hours for Trial

A. Estimated Length of Trial in Days _____

B. In-Court Time:

1. Hours in Court per Day _____

2. In-court hours for trial (*auto fill*) _____

C. Out-of-Court Hours for Trial Preparation (directly related to trial preparation immediately preceding and during trial, including weekends) _____

SUMMARY

Internal Use Only

PRETRIAL HOURS _____

OTHER IN COURT HOURS _____

OUT OF COURT HOURS _____

TOTAL ATTORNEY HOURS REQUESTED _____

AMOUNT REQUESTED ABOVE STATUTORY MAXIMUM _____