TEMPLATE FOR SEALED EX-PARTE MEMORANDUM IN SUPPORT OF CJA 26 REQUEST FOR AUTHORIZATION TO EXCEED STATUTORY MAXIMUM

1. Case Description
   1. Date of appointment
   2. Description of Indictment/Nature of charges
   3. Number of co-defendants
   4. Minimum mandatory sentence (if applicable)
   5. Other pending cases of defendant (if applicable)
2. Statement of Why the Case is Complex or Extended

Standard: A case is complex if the legal or factual issues are unusual, thus requiring the expenditure of more time, skill and effort by the lawyer than would normally be required in an average case. A case is extended if more time is reasonably required for total processing than the average case.

1. Statement of Nature and Extent of Discovery Materials
   1. Estimate the quantity and describe the nature of discovery.
   2. Identify any issues relevant to discovery production i.e. was an index provided?
2. Statement of Estimated Attorney Hours for Discovery Review

Estimate the number of hours the attorney will need for discovery review. Indicate if a law clerk or paralegal will be requested to assist in document review. Indicate if a discovery manager will be utilized.

1. Statement of Estimated Attorney Hours for Pretrial Preparation

Estimate the number of attorney hours that will be needed for pretrial preparation and sentencing. Do not include hours for trial preparation or trial. Attach the Attorney Hours Work Sheet to your memorandum. Give an explanation, in sufficient detail, to support the number of hours you have estimated you will need in the worksheet.