

HOURLY WORKSHEET FOR CJA 20 (OUT OF COURT)

Case Number _____

Billable Hours Should Be Recorded In Hours And Tenths Of An Hour

Defendant Name _____

| Date | Brief Description of Services | Interviews & Conferences | Obtaining & Reviewing Records | Legal Research & Brief Writing | Travel Time | Investigative & Other Services |
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| GRAND TOTAL | | | | | | |

NOTE: Please enter each column total into the grand total spaces. If using multiple pages, please add the totals from each page and enter that amount into the appropriate columns above for a grand total.