

CJA 20 HOURLY WORKSHEET

Case Number: _____

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Case Name: _____

| Date | Brief Explanation/Description of Service | In Court (15) | Interviews and Conferences (16a) | Obtaining and Reviewing Records (16b) | Legal Research and Brief Writing (16c) | Travel (16d) | Other (16e) |
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| Category Totals (enter on last page only) | | | | | | | |

Record fractions of hours in tenths of an hour (e.g. 6 minutes = .1 and 30 minutes = .5)