

***United States Court of Appeals
for the Fourth Circuit***

Case Number _____

Paralegal Time and Expenses Worksheet for CJA 21 and CJA 31 Vouchers

Date	Paralegal (initials)	Brief Description of Services	Hours and Tenths of Hours
Total Hours			
Total Services @ \$_____/hour			

Date	Brief Description of Expenses	Amount
Total Expenses		
TOTAL SERVICES PLUS EXPENSES		

For detailed information, see [CJA Payment - Expert Services Claimed on CJA 21 Voucher](#) and [Capital Budgeting and Payment - Expert Services Claimed on CJA 31 Voucher](#).