

**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
<b>Total Hours</b>			
<b>Total Services @ \$_____/hour</b>			

Date	Brief Description of Expenses	Amount
<b>Total Expenses</b>		
<b>TOTAL SERVICES PLUS EXPENSES</b>		

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](#).