

SAMPLE

**United States Court of Appeals
for the Fourth Circuit**
Court-Appointed Counsel Worksheet - Services

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Case Number 98-5000

Date	Brief Description of Services ¹	16(a) Interviews and Conferences	16(b) Obtaining and Reviewing Records	16(c) Legal Research and Brief Writing	16(d) Travel Time	16(e) Investigative and Other Work
02/15/02	Review transcripts		2.5			
02/25/02	T/C w/4CCA re extension of time	.2				
02/26/02	Revise brief			1.5		
09/22/02	Travel to and from Richmond for oral argument				6.00	
PAGE TOTAL		.2	2.5	1.5	6.00	

**United States Court of Appeals
for the Fourth Circuit**
Court-Appointed Counsel Worksheet - Expenses²

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Case Number 98-5000

Date	Brief Explanation of Expenses	Travel ³	Lodging	Meals	Other Travel Expenses	Copying ⁴	Postage	Toll Calls	Other Misc. Expenses
02/25/02	T/C w/4CCA re extension of time							1.82	
03/17/02	705 copies of brief & joint appendix @ \$.15					105.75			
03/17/02	UPS to opposing counsel						24.00		
09/22/02	350 miles @ 36.5 cents/mile for oral argument	127.75							
09/22/02	Dinner			9.75					
PAGE TOTAL		127.75		9.75		105.75	24.00	1.82	

¹ Expended time must show nature of work performed, date executed, and time must be listed in hours and tenths of an hour.

² All travel expenses and miscellaneous expenses over \$50.00 must be supported with detailed receipts. Credit card receipts are not considered acceptable documentation. Telephone toll calls must be itemized.

³ Mileage for counsel is limited to 34.5 cents per mile after 01/22/01, 36.5 cents per mile after 1/20/02, 36 cents per mile for travel on or after 1/1/03, and 37.5 cents per mile for travel on or after 1/1/04.

⁴ If photocopies are made in counsel's office, the date, number of copies, and the cost per copy must be recorded. If copies are procured out of the office, a detailed receipt for those copies needs to be attached to the voucher. Reimbursement shall not exceed 35 cents per copy for photocopying and other services in preparation of briefs and appendices by commercial printers.

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

Court-Appointed Counsel Worksheet - Expenses

Page ____ of ____

Case Number _____

Date	Brief Explanation of Expenses	Travel	Lodging	Meals	Other Travel Expenses	Copying	Postage	Toll Calls	Other Misc. Expenses
PAGE TOTAL									