

**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](#).