

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEVADA**

**MEMORANDUM  
RE: SERVICES OTHER THAN COUNSEL**

**TO:** Honorable \_\_\_\_\_ United States District Judge

Chief Judge, United States Court of Appeals for the  
Ninth Circuit

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DEFENDANT:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**SUBJECT:** Advance Authorization of Expert or Investigative Services.

Authorization for Additional Funds.  
Authorization(s) in the Amount of \$ \_\_\_\_\_  
**has/have Previously Been Approved.**

Request for Interim Payments.

It is requested that advance authority be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e) (3) the Criminal Justice Act (18 U.S.C. Section 3006A, as follows:

**Name of Expert/Investigator:**

**Address:**

**Type of Expert:**

**Estimated Compensation/Fee:**

**Requested Fee per Hour:**

**Muti-Defendant Case:** \_\_\_ yes (\_\_\_ # defendants) \_\_\_ no

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**Justification** for the foregoing marked subject: (PLEASE INSERT ADDITIONAL PAGE(S) AS NEEDED) Note:  
justification is required in each instance.

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COUNSEL

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DATE

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DEFENDANT

I certify that the estimated compensation or fee in excess of the maximum as set forth in the Criminal Justice Act appears necessary to provide fair compensation for service of an unusual character or duration and therefore recommend approval of this request.

Amount not to exceed \$ \_\_\_\_\_ is approved.

These are additional funds which bring the total amount recommended for approval to \$ \_\_\_\_\_.

Interim payment approved. (SEE ATTACHED MEMORANDUM)

\_\_\_\_\_  
**UNITED STATES DISTRICT JUDGE**

\_\_\_\_\_  
**Date**

Authorization for the following is granted.

Amount not to exceed \$ \_\_\_\_\_ is approved.

These are additional funds which bring the total amount approved to \$ \_\_\_\_\_.

Interim payment approved. (SEE ATTACHED MEMORANDUM)

\_\_\_\_\_  
**CHIEF JUDGE OR DESIGNEE,  
U.S. COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

\_\_\_\_\_  
**Date**

**INSTRUCTIONS**  
**Memorandum re: Services Other Than Counsel**

- 1) This form shall be used to request excess or interim fees.
- 2) Upon initial review of each assigned case counsel should make a determination as to the need and costs for experts, investigators and/or interpreters that may be required to conclude the case.
- 3) As soon as counsel believe it will be necessary to exceed the maximum fees allowed (\$500.00) and/or request interim payments, counsel will prepare the Memorandum re: Services Other Than Counsel and submit it to the Court. If counsel believe it necessary to exceed the previously approved amount, counsel will prepare another Memorandum re: Service Other Than Counsel, again specifying a specific amount, and setting forth the total amount previously approved. (IT IS COUNSEL'S RESPONSIBILITY TO ASSURE THAT THE FORMS AND CJA VOUCHER 21/31 ARE ACCURATE, COMPLETE AND CORRECT.)
- 4) Requests in excess of \$1600.00 must be approved by the Court of Appeals following the District Judges' approval.
- 5) All memoranda must include appropriate justification.