

**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

MEMORANDUM
RE: SERVICES OTHER THAN COUNSEL

CASE NUMBER

DEFENDANT

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

COUNSEL

DATE

MEMORANDUM
RE: SERVICES OTHER THAN COUNSEL

CASE NUMBER

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.