

# Time and Expenses in Common Form

Attorneys and service providers are to complete this form when billing for time spent and/or expenses incurred in common with more than one CJA representation, or both a CJA and non-CJA purpose.

Choose one:

As a **panel attorney** I am prorating the **time** spent in common between each representation.

OR

As a **service provider** I have the option of prorating or billing the **time** to one case. I am:  
prorating the time between CJA cases, OR  
claiming the time on one case.

The cases involved are:

Court	Case Number	Person Represented	Date of Service	Describe Services	Prorated Amount (hours or dollars), if any

Complete only if you are claiming **expenses** in common with other representations. (Prorating expenses among CJA clients is not permitted; the expense must be claimed under one CJA client. Prorating is only permitted when the expense in common involves a case **other than** a CJA representation.)

I am (or will be) claiming \$\_\_\_\_\_ for **expenses** in common and am (or will be) submitting such charges on my voucher for work performed representing the following CJA client: \_\_\_\_\_ before the \_\_\_\_\_ (identify court).

Complete if you are claiming time and/or expenses in common with a case **other than** a CJA representation.

Explain the rationale for the amount you are billing under the CJA.

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Claimant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Billing for Time and Expenses for more than One Client

- 1- When billing for time spent and/or expenses for more than one CJA representation:
  - Attorneys must prorate time spent in common\* with another CJA representation. The time must be cross-referenced on the vouchers.
  - Service providers have the option of prorating time spent in common with another CJA representation or billing it all to one representation. If the service provider is billing for time spent in common, the service provider must explain whether the time is being prorated or billed to one representation. If the same attorney is involved, the service provider can cross-reference the cases by name. If different attorneys are involved, the services provider must indicate the number of other representations. The service provider must send the **Time and Expenses in Common Form** separately to the CJA unit.
  - Attorneys and service providers must bill expenses incurred in common to one of the representations.
  
- 2- Panel attorneys and service providers must disclose to the court when travel or other work is done for both a CJA and a non-CJA purpose so that the court can determine whether the time or expenses should be apportioned.

\* Time or expenses "spent in common" includes worked performed simultaneously or within the same unit of time, or expenses incurred, for more than one representation. **DOUBLE BILLING OF TIME OR EXPENSES IS PROHIBITED.**