PanelTime

CJA SERVICE TIMESHEET

Record. Convert. Get Paid.

YEAR	PAGE

CLIENT NAME _____ **LANGUAGE / INTERPRETER** _____

CASE NO. (MJ / CR) _____ **FACILITY / BOOKING NO.** _____

DISTRICT / MAGISTRATE _____ **BOND** _____

AUSA _____ **FAMILY CONTACT** _____

SERVICE CODES

15a Arraignment / Plea	**15b** Bail & Detention Hrg	**15c** Motion Hearings	**15d** Trial
15e Sentencing Hrg	**15f** Revocation Hrg	**15g** Appeals Court	**15h** Other (in court)
16a Interviews & Confs	**16b** Records review	**16c** Research & writing	**16d** Travel time
16e Investigative / other			

DATE (MM/DD)	CODE	DESCRIPTION ("hr" = hearing; note start-end times for court)	HOURS (.1)

TRAVEL & EXPENSES — do not enter miles or costs in the hours column above

DATE	FROM / TO or EXPENSE DESCRIPTION	MILES	PARKING / TOLLS / OTHER $

TENTHS: 6 min = 0.1 12 = 0.2 18 = 0.3 24 = 0.4 30 = 0.5 36 = 0.6 42 = 0.7 48 = 0.8 54 = 0.9 60 = 1.0

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Write dark, stay inside the lines, and photograph the full page in good light.