Case Number:_____

OUT OF COURT HOURLY WORKSHEET

Voucher Number :_____

Date	Brief Description of Services	Interviews & Conferences	Obtaining and reviewing records	Legal research and brief writing	Travel time*	Investigative and other work
	Page Total					
	Grand Total					

*Note: Travel time to and from court (or the place where service is rendered) may not be claimed if the round-trip is less than two hours. If applicable, claim mileage @ $.36 per mile