

## 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: \_\_\_\_\_