



**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA  
312 NORTH SPRING STREET  
CJA OFFICE  
LOS ANGELES, CA 90012  
TEL: 213 894-8506 FAX: 213 894-8522**

**JUSTIFICATION FOR REIMBURSEMENT OF UNUSUAL OR EXTRAORDINARY COMPUTER  
HARDWARE/SOFTWARE EXPENSE UNDER \$800**

Please complete and submit to CJA Supervising Attorney for review and action prior to incurring cost(s). Counsel provides justification and requests reimbursement for the computer item(s) detailed below, finding that such item(s) are necessary for an adequate defense and constitute an unusual and/or extraordinary computer expense.\*

**Case Title:** \_\_\_\_\_ **v** \_\_\_\_\_

**Person Represented:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_ **Defendant Number:** \_\_\_\_\_

**Item Requested and Justification:** \_\_\_\_\_

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Because the above will be reimbursed with United States government funds, it is ordered that the item(s) are and shall remain the property of the United States Government. The item(s) are to be used only in the course of the representation of the above named defendant. Counsel shall use due diligence and care to maintain the property in good condition.

Counsel is hereby notified that unless otherwise ordered by the Court, within 30 days after final judgment is entered as to the defendant, appointed counsel for the defendant is directed to contact Walter Cheung, Computer Systems Administrator, Federal Public Defender, 321 East 2nd Street, Los Angeles, CA 90012, walter\_cheung@fd.org, (213) 894-1720, regarding the return of all items acquired under this authorization.

If the item(s) are data storage devices, counsel for the defendant is further instructed to remove and delete all case related data and software from any hardware before returning the equipment to the Federal Defender Organization. Software should be returned with all original disks and manuals. Counsel should retain copies, electronic or otherwise, of the deleted information for the client's file.

**Attorney Requesting Hardware/Software:**

**CJA Supervising Attorney:**

**Name:** \_\_\_\_\_

**Approval:** \_\_\_\_\_

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

**Denial:** \_\_\_\_\_

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

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

\*See Guide to Judiciary Policies and Procedures, Vol. 7, § 320.70.30, for definition of unusual and extraordinary expense.