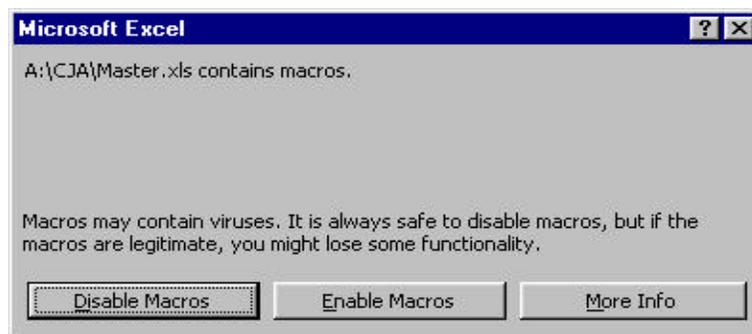


CAPITAL CASE MANAGEMENT AND BUDGETING PLAN

TRAINING MANUAL FOR AUTOMATED PROGRAM

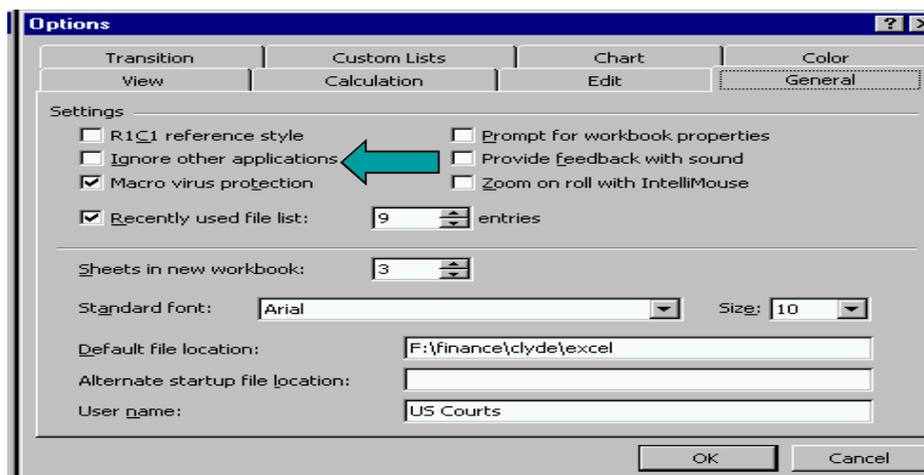
This spreadsheet has been developed to help manage and monitor capital case budgets. It utilizes standard categories, rates, and terminology approved by the Ninth Circuit Judicial Council and the Central District of California. Through consistent use of this program, the Ninth Circuit will be able to better estimate cost and time requirements required to complete the various phases of a capital habeas case.

After the standard order is sent out to begin work on a phase of the case, the District Court will e-mail the appropriate file to the lead attorney. It is Microsoft Excel-based and requires minimal understanding of the Excel program itself. At the end of this manual, there is a section that provides some basic information about Excel. When the file is opened on your desktop, you may get a message similar to the following:

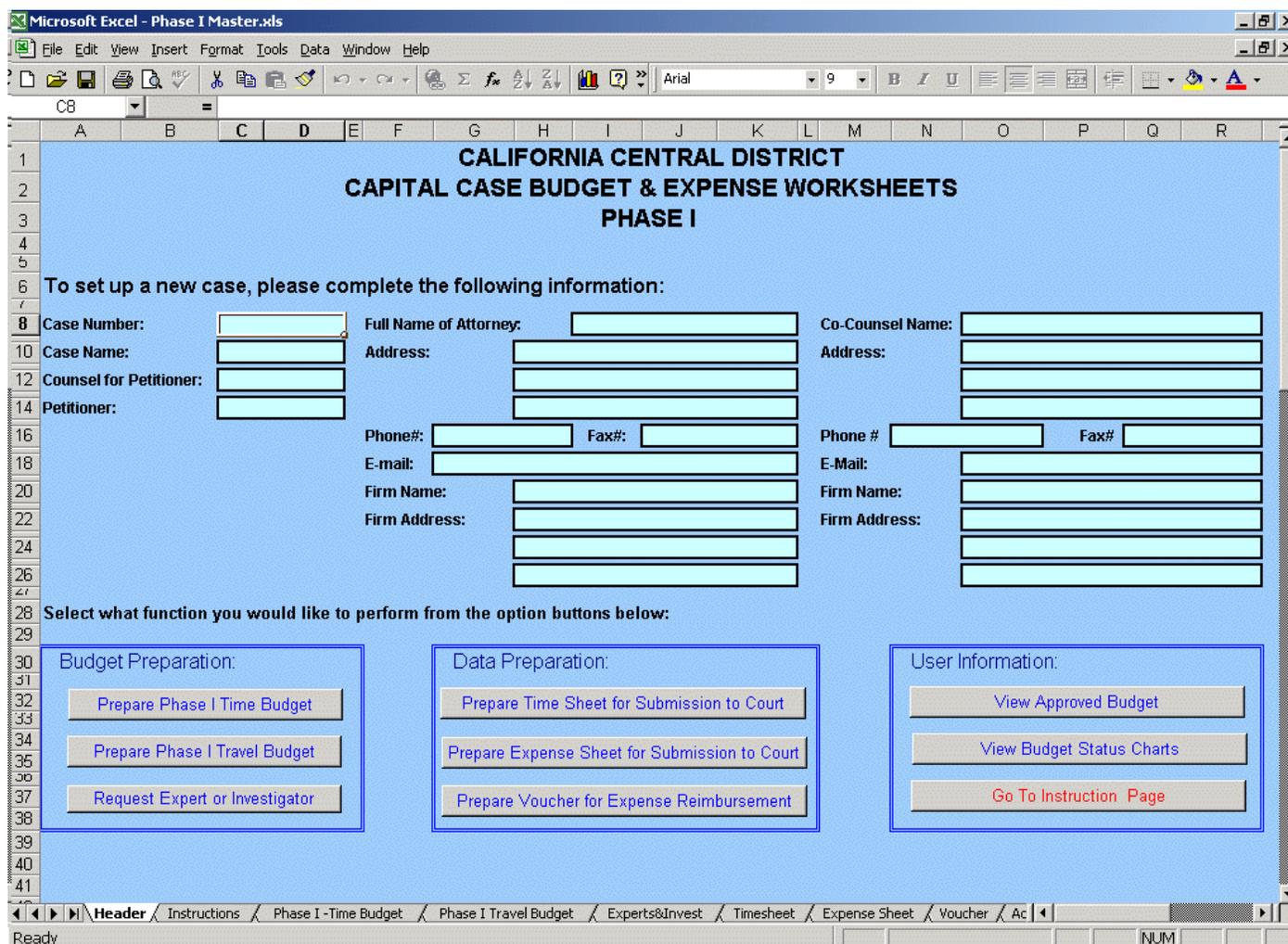


Depending on the security settings of your computer, it may screen incoming files for “macros”. Macros are a series of commands and functions that are automatically performed within the program by using shortcut buttons. Viruses are sometimes transferred through macros, so your system may warn you that this program contains macros. This budgeting program is controlled by the court and is considered to be safe from viruses. In order for the program to function properly, select “Enable Macros” if you get this, or a similar message.

The security setting for macros screening is set in the Tools/Options/General menu in Excel. For Excel '97 and Excel 2000, the applicable screen is shown below. Prior to being able to open the file you'll be prompted to enter a password. This password will be provided to you under separate cover.



Capital habeas cases are divided into four phases. Each phase of the program consists of several sheets that detail different aspects of the costs incurred in that phase and a comparison to budgeted amounts. The program opens on the Header page (shown below). This page has summary information for the case and labeled buttons that direct the user to different sheets within the program. Each subsequent sheet has a “Navigation” box that will always allow the user to either return to this header page or to the relevant section of the instruction page. The various sheets are listed on tabs along the bottom edge of the illustration below.



On each sheet, when attorney data is required to be entered into the spreadsheet, the field will be shaded in light blue. Fields that are shaded in a rust color and unshaded “Authorized” columns are for the court to fill in. Generally, all other fields will be locked, to prevent inadvertent entries into restricted areas of the program, where formulas and links cannot be changed. You will get an error message if you try to enter data into a locked field.

There are a total of eleven sheets in the program. Some court and attorney input is required on most of the sheets. The sheets in the spreadsheet are as follows:

Header - This sheet gathers summary information and provides directional buttons to other areas of the spreadsheet. The attorney should fill this out when preparing the initial budget.

Instructions - This page offers brief instructions to the user for each sheet in the spreadsheet.

Phase I Time Budget - This sheet asks for the proposed number of hours for each attorney and paralegal in each of the categories provided. The court fills in the “authorized” columns.

Phase I Travel Budget - This sheet asks for the proposed number of hours required and the associated travel expenses for attorneys and paralegals. Again, the court fills in the “Authorized” columns.

Experts & Invest - This sheet asks for an estimated rate/hour, estimated hours, and summary information for the experts expected to be used in this Phase. The court fills in the “Authorized columns. Expert Type is selected from a drop-down list.

Timesheet - This sheet gathers detailed hours spent by the lead attorney or co-counsel by date and by category. It provides a rollforward budget balance at the top of the spreadsheet. It also allows the court to make adjustments at the bottom of the spreadsheet.

Expense Sheet - This sheet gathers detailed expense information –both travel and general expenses. It also allows the court adjustments at the bottom of the spreadsheet and provides rollforward budget balances at the top of the sheet.

Voucher - The voucher (CJA Form 30) is automatically filled in, except for the light blue fields. These are filled in by the attorney and are often facilitated by drop down boxes that make filling in the form easier. The court may sometimes need to print a voucher from the program, if changes are made to the amounts submitted by the attorney.

Admin - This sheet is primarily for the court and circuit administrators. It summarizes each area of the budget, comparing proposed, authorized, and actual expenses. It offers a detailed snapshot of how we stand on the budget. Attorneys do not fill in any information here.

Charts - This sheet offers a visual snapshot of how the actual costs of the case are progressing compared to budget. There is no data entry required by anyone.

Court Use - This sheet is to be used by court personnel only. It contains information that drives the formulas in the spreadsheet. None of this information should be changed, except for initial entries into the rust-shaded boxes at the top.

Getting Set Up

The court initiates the budgeting process by entering some basic case information and the required set-up items on the “Court Use” page. The spreadsheet will then be forwarded to lead attorney. The lead attorney on the case will complete the basic information on the header page for the case, and the three budgeting worksheets—Time Budget, Travel Budget, and Expert/Investigator Budget (these will be explained in greater detail). Once those are complete, the attorney will send the file electronically to the court, either as an attachment to an e-mail. The attorney will also submit, to be filed under seal, a single document consisting of a hard copy of the proposed budget spreadsheet together with a detailed declaration supporting the budget requests. A copy must also be submitted as required by Local Rule 11-4. The original and copy should be clearly labeled in accordance with Local Rule 11-3.4. In addition, a courtesy copy designated “death penalty law clerk’s copy” should also be submitted. Compliance with these requirements will facilitate prompt processing and approval of the proposed budget.

Once the file is sent, attorneys may want to archive this file, as any new time and expense will be entered on the updated form that they will receive back from the court. If there is a need to record time and expenses before they get the updated file, they may use a blank file from the court’s website, and then copy and paste the information into the updated file when you do receive it. (Instructions will be provided)

The court will review the budget and the Judge on the case will make adjustments to your proposed budget where necessary. The adjusted budget will be entered in the “Authorized” columns by the Court. The Court will then return the file to the lead attorney electronically. The Court will also issue a written order approving the budget, and explaining any adjustments. The order and the electronic file will serve as your authorized budget and the electronic file will serve as the mechanism for you to report your time and expenses to the court on a periodic basis.

Each time you submit time and expenses, you will send the file electronically to the court. It will import the detailed time and expense information and return the file to you for your next submission. Each time the court imports your data, all of the cumulative budget information will be updated, so you should always have a current picture of where you stand on the budget.

Phase I Time Budget

The lead attorney on each capital case must complete the Phase I Time Budget, both for work hours and for admin. expenses. To complete the work hours budget, click on the "Prepare Phase I Budget" button on the header page. The program will automatically take you to the appropriate area in the spreadsheet. Again, you only need to fill in information for fields shaded in light blue. All other fields should be locked and will give you an error message if data is entered.

Enter your estimate of the number of hours (rounded to nearest 1/10th of an hour) that the case will require in each of the categories listed, both for you, co-counsel, and any paralegals that may be assisting in the case. Again, exact hours are not known, but best estimates must be made for budgeting purposes.

Activities	Hours for Lead Counsel		Hours for Co-Counsel		Hours for Paralegal		Total Cost	
	Proposed	Authorized	Proposed	Authorized	Proposed	Authorized	Proposed	Authorized
Attend Case Mgmt. Conference(s)	2.0		2.0					
Prepare Case Mgmt. & Budget Plan for Phase I/II (Including CCEF); Prepare CM&BP for Phase III	20.0		10.0		5.0			
Assemble / Review Record	10.0		5.0		5.0			
Assemble Client File / Consult with Prior Counsel	5.0		5.0		5.0			
Correspond/Consult w/ Client/Client's Family	2.0		2.0					
Consultations with Investigator(s) and/or Expert(s) re: Guilt Phase	2.0		2.0					
Consultations with Investigator(s) and/or Expert(s) re: Penalty Phase	2.0		2.0					
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	16.0		8.0		16.0			
Other	1.0		1.0					
Total	60.0		37.0		31.0			

At the bottom of the table, fill in the estimated administrative expenses that you anticipate for this Phase (in the light blue box). These expenses include fax and telephone charges, copy, postage, and fed-ex expenses. Once you have completed this worksheet, return to the header page.

Total Miscellaneous non-travel expenses incurred and/or

anticipated for this phase (e.g. copying, postage, telephone/fax):

1,000.00

Authorized Amount:

900.00

Phase I Travel Budget

The lead attorney on each capital case must complete the Phase I Travel Budget for travel time & expenses. To complete the travel budget, click on the "Prepare Phase I Budget-Travel Budget" button on the header page. The program will automatically take you to the appropriate area in the spreadsheet. Again, you only need to fill in information for fields shaded in light blue. All other fields should be locked and will give you an error message if data is entered.

Enter the travel hours anticipated, by category, that the team will use, along with anticipated travel expenses. Each line of the travel budget should have a brief description of the purpose and nature of the travel, along with the number of trips anticipated. The table will reference the rate/hour set by the court. Once the table has been completed, return to the header page.

Microsoft Excel - Phase I Master.xls

File Edit View Insert Format Tools Data Window Help

S22 =

CALIFORNIA CENTRAL DISTRICT
PHASE I CASE MANAGEMENT AND BUDGET FORM--TRAVEL ONLY
 (Include Costs Already Authorized and for Incurred)

Case Number: _____
 Case Name: _____
 Counsel for Petitioner: _____

Activities	Description and Purpose of Travel	Hours Required for Travel						Travel Expense (hotel, airfare, transportation, etc.)		Total Travel Cost	
		Proposed			Authorized			Proposed	Author.	Proposed	Authorized
		Lead	Co-Counsel	Paralegal	Lead	Co-Counsel	Paralegal				
Attend Case Mgmt. Conference(s)	Trip to Court in Los Angeles	1.0	0.5					16		204	0
Prepare Case Mgmt. & Budget Plan for Phase I (Including CCEF); Prepare CM&BP for Phase II										0	0
Assemble / Review Record										0	0
Assemble Client File / Consult with Prior Counsel	Travel to San Bernardino to meet with prior counsel	2.0						36		286	0
Correspond/Consult w/ Client/Client's Family										0	0
Consultations with Investigator(s) and/or Expert(s)										0	0
Consult with Co-Counsel / Resource Counsel										0	0
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)										0	0
Other (specify):										0	0
Total		3.00	0.50	0.00	0.00	0.00	0.00	\$52.00	\$0.00	\$489.50	\$0.00

Ready NUM

Preparing the Expert/Investigator Budget

To complete the Expert/Investigator Budget, click on the "Request Expert or Investigator" button on the header page. The program will automatically take you to the appropriate area in the spreadsheet. This sheet works similarly to the first two. The "Expert Type" column has a dropdown menu to assist in the selection of the proper expert wanted. The name of the expert is needed, along with the anticipated rate/hour and the anticipated hours and expenses needed for this phase of the case.

CALIFORNIA CENTRAL DISTRICT EXPERT & INVESTIGATOR REQUEST FORM & BUDGET

EXPERT TYPE	Name of Expert	# OF HOURS		HOURLY RATE		ESTIMATED EXPENSES		TOTAL BUDGET	
		Proposed	Authorized	Proposed	Authorized	Proposed	Authorized	Proposed	Authorized
Investigator	PI Joe	15.0		55.00		250.00		1,075.00	0.00
Psychologist	Dr. Bob Newhart	8.0		125.00				1,000.00	0.00

Once these three budget pages have been completed, submit the file electronically to the court at CJA@cacd.uscourts.gov. The attorney should also submit, to be filed under seal, the following: a hard copy of the proposed budget spread sheet, and a detailed declaration outlining specifics as needed to support the budget request. Two courtesy copies of the detailed declaration should be submitted. The first should be designated as the "chamber's courtesy copy" and the second should be designated as the "death penalty law clerk's courtesy copy." Compliance with this requirement will facilitate prompt processing and approval of the proposed budget. The proposed hours and expenses will be reviewed by the Judge and any adjustments deemed appropriate will be made. The adjusted budget will be entered into the authorized columns and will become the authorized budget from that point.

The file will be returned electronically to the lead attorney with all of the budget information populated. From that point on, the file becomes a tool to record actual hours and expenses and a simple means of reporting them to the court. A managerial by-product of the file will be a comparison of actual amounts expended to the authorized budgets on an on-going basis. There is also an automated CJA 30 voucher that requires very little input, since it populates as hours and expenses are recorded on the time and expense sheets.

Time Sheet

The time sheet page records attorney time spent in the various categories associated with this phase of the case. In the date/description column, list the date the hours were used, along with a description of the service provided in sufficient detail as to permit meaningful review. Hours should be input in tenths of an hour increments in the appropriate corresponding category. Attorneys should not share the time sheet with each other or with paralegals. Every participant should use their own time sheet to record and submit their time.

It is very important that you indicate at the top of the time sheet if you are the lead attorney or co-counsel. The program will keep a running total of how many hours you have used and how many are left in the budget. The program will total the hours in all columns and rows automatically.

CALIFORNIA CENTRAL DISTRICT PHASE I TIME SHEET												
3	Case Number:											Lead Attorney
4	Case Name:											
5	Counsel for Petitioner:											Co-Counsel
7	Date / Description	Attend Case Mgmt. Conference(s)	Prepare Case Mgmt. & Budget Plan for Phase I (Including CCEF); Prepare CM&BP for Phase II	Assemble / Review Record Counsel	Assemble Client File / Consult with Pritor	Correspond/Consult w/ Client/Client's Family Expert(s)	Consultations with Investigator(s) and/or Counsel	Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	Other (specify):	Travel in All Categories	Totals	
8	Authorized Budget	2.0	30.0	100.0	5.0	5.0	3.0	3.0	25.0	10.0	6.0	189.0
9	Hours Used-Lead Attorney	1.0		6.2	2.4	0.4	1.8				0.8	12.6
10	Hours Used-Co-Counsel											
11	Hours Left to Use	1.0	30.0	93.8	2.6	4.6	1.2	3.0	25.0	10.0	5.2	176.4
12	1/3/2004 Travel to Ct. & attend status conference	1.0									0.8	1.8
13	1/4/04 T/C w/prior counsel re: penalty phase				2.4							37990.0
14	1/4/04 read record pages 1-400			6.2								6.2
15	1/5/04 - Met w/PI						1.8					1.8
16	1/5/2004 Phone Call w/client					0.4						0.4

If you run out of rows to enter your time, there is an “Add Additional Rows” button at the bottom of the page that will insert an additional 25 rows for additional data. Once all time has been entered, follow the instructions at the bottom of the sheet. Remember that this data will be electronically sent to the court, so do not delete any information before the file is sent.

You should print a copy of every completed time sheet for your records. Once the court receives the file, they will have the responsibility to review the data and the judge may disallow certain hours spent. They will do this at the bottom of the sheet (Court use areas are shaded in rust). Once the time sheet is complete, you can verify the accuracy of the hours on the voucher sheet, and then proceed to the expense sheet.

Expense Sheet

The expense sheet is where attorneys record their travel and administrative expenses. The miscellaneous case data at the top, along with the authorized budget will automatically carryforward from other parts of the spreadsheet. On the light blue lines, enter the date, description and amount of each expense. As expenses are listed, they will be added to the “Expended to Date” total at the top of the sheet, and will reduce the “Amount Available to Use” amounts. Similar to the Time Sheet, the Judge has an area at the bottom of the sheet to make any adjustments considered necessary. These adjustments will also calculate into the rollforward totals at the top of the sheet.

		Travel Expenses	Other Expenses
Authorized Budget		425.00	300.00
Expended to Date		275.00	49.00
Amount Available to Use		150.00	251.00
Date	Description	Amount Spent	Amount Spent
1/3/03	Travel to Boise for Conference-Air, Taxi	275.00	
1/3/03	Fax and Copy Expenses		35.00
1/9/03	Long Distance		14.00

An instruction box similar to the one below appears at the bottom of the Time, Expense and Voucher Sheets. After entering all of the expense data, review the Voucher Sheet to ensure that the expenses are complete and accurate. Once the Expense Sheet has been completed, you will probably want to print a copy of the Expense Sheet for your records. Again, remember that this file will be sent electronically to the court, so please do not delete or change any data that you want to be part of the electronic file. When satisfied with the Expense Sheet, proceed to the Voucher.

Please follow these steps:

1. Enter detail expenses to be claimed, including date, description and amount.
2. Review the voucher to ensure that the expenses transferred properly.
3. Once you have verified the data, print a copy of this expense sheet but DO NOT clear data.
4. Proceed to voucher.

Voucher

The automated CJA30 voucher contained in the program is designed to minimize attorney input. Many of the fields contain drop-down boxes to aid in the selection for that field. As in other areas of the spreadsheet, the fields that require your input will be shaded in light blue.

All of the actual time and expense data entered on the time and expense sheets carry forward to the voucher. Also, much of the general case data entered on the header screen carry forward to the voucher. If adjustments to time and expenses need to be made before submission to the court, these changes must be made on the Timesheet and Expense Sheet, **not on the voucher itself.**

CJA30 (Electronic Form) DEATH PENALTY PROCEEDINGS - APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL (Rev. 5/02)					
1. CRJ DISTRICT CODE CACA		2. PERSON REPRESENTED John Smith		VOUCHER NUMBER	
3. PROSECUTOR DEF. NUMBER		4. DEF. DEF. NUMBER		5. APPELLATE DEF. DEF. NUMBER	
6. OTHER DEF. NUMBER		7. IN CASSIM FIDEL OF (Case Name)		8. REPRESENTATION TYPE	
9. OFFENSE(S) CHARGED (Use U.S. Code, Title & Section) if more than one offense, list (up to 4); major offenses charged, according to severity of offense.					
11. ATTORNEY'S FIRM (Firm Name, P.O., City/State, including zip code) AND MAILING ADDRESS:			12. COURT ORDER:		
Name: Lead E. Attorney			Interim Attorney's Appointment		
Address: 123 Main Street State AB Los Angeles, California 90001			(X) Because the above named person represented has testified under oath or has otherwise sworn that he or she is (1) or financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 11, who has been determined to possess the qualifications by law, is appointed to represent the person in this case.		
Phone P: 213-555-1212			(b) This attorney named in Item 11 is appointed to serve <input checked="" type="radio"/> Lead Counsel <input type="radio"/> Co-Counsel		
Fax P: 213-555-1212			Lead E. Attorney		
13. NAME AND ADDRESS OF LAW FIRM (Only provide per instructions)			(C) If you represented the defendant or petitioner in any past proceeding related to this matter, attach to your report a listing of those proceedings and describe your role in each (e.g., lead in court or co-counsel).		
Name: Law Office of Lead Attorney			<input type="checkbox"/> (D) Due to the expected length of this case, and the anticipated hardship on counsel in undertaking representation full-time, for such a period without compensation, interim payments of compensation and expenses are approved pursuant to the attached order.		
Address: 123 Main Street State AB Los Angeles, California 90001			Signature of presiding Judicial Officer or By Order of the Court		
			Date of Order _____ Name: P. J. Judge		
			(E) Payment or partial payment ordered from the person represented for the service of time of appointment. <input type="radio"/> Yes <input checked="" type="radio"/> No		
CLAIM FOR SERVICES AND EXPENSES					
14. STAGE OF PROCEEDING: Select the stage which corresponds to the stage of the proceeding during which the work claimed at Item 15 was performed even if the work is intended to be used in connection with a later stage in the proceeding. SELECT NO MORE THAN ONE STAGE. Submit a separate voucher for each stage of the proceeding.					
CONTINUAL PROSECUTION		HABEAS CORPUS		OTHER PROCEEDING	
HOURS AND COMPENSATION CLAIMED			FOR COURT USE ONLY		
15. Categories (Attach detailed time & expense sheets with dates)		HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MONTHLY ADJUSTED HOURS	MONTHLY ADJUSTED AMOUNT
a. In-Court hearings (Rate per Hour = \$25.00)		0.0	\$25.00		
b. Hearings and Conferences with Client		0.4	\$10.00		
c. Witness Interviews					
d. Consultation with Investigators & Experts		0.2	\$5.00		
e. Obtaining & Reviewing the Court Record		0.7	\$17.50		\$25.00
f. Obtaining & Reviewing Documents & Evidence		2.0	\$50.00		
g. Consulting with Expert Counsel					
h. Legal Research & Writing		-	-		
i. Travel		-	-		
j. Other (Specify on additional sheet)		-	-		
TOTALS: Categories thru j (Rate per Hour = \$25.00)		3.3	\$82.50		\$25.00
CLAIM FOR TRAVEL AND EXPENSES (Attach Expense Sheets with Dates)					
16. Travel Expenses (lodging, parking, meals, mileage, etc.)					
17. Other Expenses (other than a-g, k-except, etc.)					
GRAND TOTAL (CLAIMED AND ADJUSTED):			1,022.76		1,022.76
18. CERTIFICATION BY ATTORNEY/PAYEE FOR THE PRO DO OF SERVICE Form: _____ Is: _____		19. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION:		20. CASE DISPOSITION:	
21. CLAIM STATUS: <input type="radio"/> Final Payment <input checked="" type="radio"/> Interim Payment Number _____ <input type="radio"/> Supplemental Payment		Have you previously applied to the court for compensation and reimbursement for this case? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, were you paid? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Other than from payment to your knowledge has anyone else received payment (compensation or anything of value) from any other source in connection with this representation? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, give details on additional sheets.				I swear or affirm the truth or correctness of the above statements.	
Signature of Attorney: _____			Date: _____		
APPROVED FOR PAYMENT - COURT USE ONLY					
22. IN COURT COMP. 123		23. OUT OF COURT COMP.		24. TRAVEL EXPENSES	
25. OTHER EXPENSES		26. TOTAL EXPENSES		27. JUDGE CODE	
28. SIGNATURE OF THE PRESIDING JUDICIAL OFFICER			DATE		

Voucher (Cont.)

Once you have completed the voucher information and reviewed it for accuracy, you must print the voucher. You are required to sign the voucher and submit the signed voucher along with all receipts to the court, along with your electronic file submission to the court.

If adjustments are made to the time and expense figures, these adjustments will automatically be incorporated into the “Additional Review Column” on the far right column on the voucher. The Court Administrator will then print an adjusted voucher for final submission for payment.

Important Note: The “Clear Forms” button at the bottom of the voucher sheet, in the Instructions box, is only for court use. Selecting this button will clear all of the data that you have entered on the time and expense sheets. If that button is inadvertently selected, click on the “Restore Values” button, also in the instruction box, to restore the deleted information, as shown, below.

Please follow these steps:

1. Ensure that all information highlighted in light blue is complete and correct.
2. Ensure that all hour and dollar amounts are correct.
3. Print voucher for your own purposes. [Print Voucher](#)
4. E-mail this worksheet or fax printed voucher to Clerk's Office.
5. **For use by Court only.** Clear forms for next use. [Clear Forms](#)

Note: If you have cleared the forms in error or need to add information after the Clear Forms button was selected, you can restore values to the forms by clicking the Restore Values Button. [Restore Values](#)

Budget Summary

The budget summaries are on the sheet tab labeled "Admin". From the attorneys' standpoint, this sheet is informational only. It summarizes the various parts of the budget for this Phase of the case and makes comparisons between the proposed, authorized, and expended hours and amounts, as well as listing any adjustments made by the Judge. These tables may alert you when certain areas of the budget are fully expended and may require action on your part. The court uses this information to monitor the progress of the case, but also to gather statistical data to compare to other cases and to use in reporting to the Administrative Office.

Paralegals are not expected to report time and expenses in such detail. Their time and reimburseable expenses will be submitted to the court and the Court Administrator will manually update these amounts in the rust-shaded areas on the Admin Sheet. The same is true for experts and investigators.

The Admin Sheet also accumulates totals from other Phases of the case as the case progresses. It also highlights the adjustments made by the court during the course of Phase I. The individual boxes incorporate any court adjustments in their individual totals, but the "Court Adjust." box totals those adjustments by themselves.

Case Number: _____
 Case Name: _____
 Counsel for Petitioner: _____

Paralegal hours worked and expenses are updated manually by court personnel when the vouchers are received. Total s/b cumulative.

Activities	Hours for Lead Counsel				Hours for Co-Counsel			
	Proposed	Authorized	Court Adj.	Expended	Proposed	Authorized	Court Adj.	Expended
Attend Case Mgmt. Conference(s)	2.0	2.0	-	2.0	2.0	2.0	-	-
Prepare Case Mgmt. & Budget Plan for Phase III (Including CCEF), Prepare CM&BP for Phase III	20.0	20.0	-	12.0	10.0	10.0	-	-
Assemble / Review Record	10.0	10.0	-	7.0	5.0	5.0	-	-
Assemble Client File / Consult w/ prior Counsel	5.0	5.0	-	5.0	5.0	5.0	-	-
Correspond/Consult w/ Client/Client's Family	2.0	2.0	-	2.0	2.0	2.0	-	-
Expert(s) re: Guilt Phase	2.0	2.0	-	2.0	2.0	2.0	-	-
Consultations with Investigator(s) and/or Expert(s) re: Penalty Phase	2.0	2.0	-	1.0	2.0	2.0	-	-
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	16.0	16.0	-	10.0	8.0	8.0	-	-
Other	1.0	1.0	-	1.0	1.0	1.0	-	-
Total Hours	80.0	60.0	-	42.0	37.0	37.0	-	-
Total Cost (Savings)	\$,000.00	6,000.00	-	4,200.00	3,700.00	3,700.00	-	-

Paralegal Time	Work & Travel Hours		
	Proposed	Authorized	Expended
Total Hours	31.0	31.0	-
Total Cost	1,550.00	1,550.00	-

Attorney & Paralegal Expenses	Work & Travel Hours		
	Proposed	Authorized	Expended
Non-Travel	300.00	300.00	49.00
Travel Exp.	425.00	425.00	275.00

Attorney Travel	Hours for Lead Counsel				Hours for Co-Counsel			
	Proposed	Authorized	Court Adj.	Expended	Proposed	Authorized	Court Adj.	Expended
Total Travel Hours	5.0	-	-	-	2.0	-	-	-
Total Travel Cost (Savings)	\$,000.00	-	-	-	200.00	-	-	-

For Experts, Expended hours are updated by court personnel when the vouchers are received. Totals s/b cumulative.

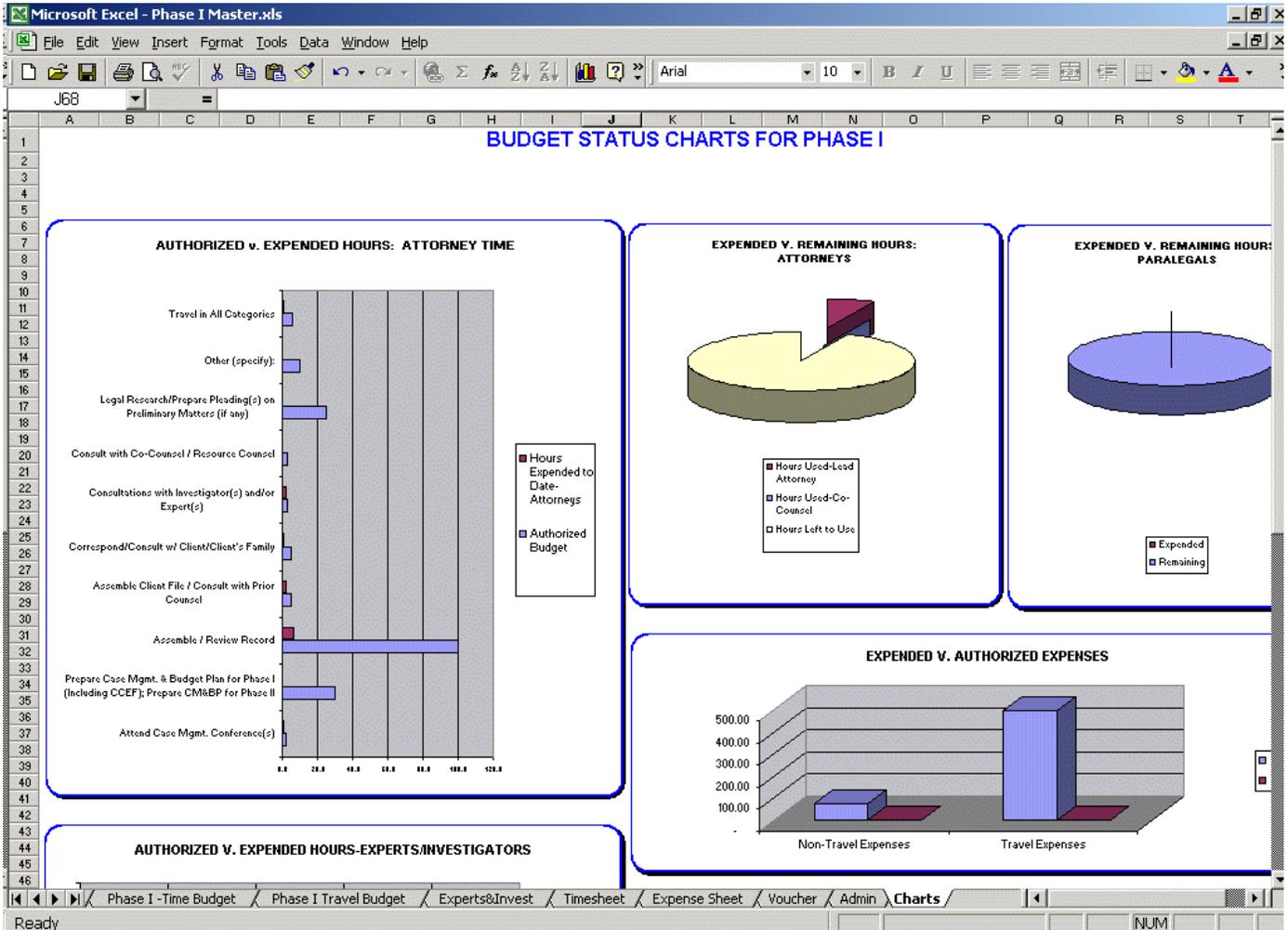
EXPERT TYPE	# OF HOURS		HOURLY RATE		Expenses		TOTAL BUDGET	
	Authorized	Expended	Authorized	Authorized	Expended	Proposed	Authorized	Expended
Investigator	-	-	-	-	-	850	-	-
Psychologist	-	-	-	-	-	400	-	-
Social Historian	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
TOTALS	-	-	-	-	-	1,250	-	-

Court Adjust.	Time	Expenses	Total Adjust.
Lead Atty.	-	-	-
Co-Counsel	-	-	-
Total	-	-	-

TOTAL CASE BUDGET			
PHASE	Proposed	Authorized	Expended
Phase I&II	13,925.00	11,975.00	4,524.00
Phase III	-	-	-
Phase IV	-	-	-
	-	-	-
	-	-	-
	13,925.00	11,975.00	4,524.00

Charts

The Charts Sheet is fairly self explanatory. It takes information from the Admin Sheet and illustrates it graphically. This offers a quick snap-shot of how the case is progressing from a budget standpoint. There is no attorney input required on this sheet. It is informational only. A portion of that sheet is shown below:



NOTES ABOUT MICROSOFT EXCEL

Microsoft Excel was selected as the program to drive this budgeting software because it is widely available and is Windows based. The files created in Excel are managed in the same way on your computer as are Word Perfect and Microsoft Word files. The files are easy to manage, easy to attach to e-mails, and are easily accessible via the internet. Excel Version 97 and up will be compatible with this program.

A working knowledge of Excel is not necessary to use these budget spreadsheets. Since most areas of the spreadsheets are password protected, normal Excel functions, such as adding rows and columns, adding and editing formulas, and adding text areas is not allowed. A basic knowledge of windows functionality should be enough for a user to work successfully with this program. Excel is menu driven and has helpful icons like other popular windows-based programs.

Excel spreadsheets are also referred to as “Workbooks”. This is because it allows the use of multiple sheets or pages that interact with each other. As described earlier in this Guide, this budgeting spreadsheet utilizes many sheets to make the budgeting process more clear and user-friendly. You can move from page to page using the built-in navigational buttons, or by selecting the desired sheet from the tabs across the bottom of the spreadsheet.

You can move around a sheet by tabbing from cell to cell, using the arrow buttons on your keyboard or moving your cursor directly to a desired cell. If you try to access a protected part of the spreadsheet, you will get the following warning:



Just click on “OK” and move to an authorized cell in the sheet. The formats and settings should already be set for optimal use and you should not attempt to change those settings.

Because so much of the data entry will be numerical, it is suggested that you use the number lock on your keyboard so that your number pad will function like a calculator. This will probably make data entry more efficient and accurate.