

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

MEMORANDUM RE: SERVICES OTHER THAN COUNSEL

TO: Honorable _____ United States District Judge

DATE: _____

ATTORNEY: _____

DEFENDANT: _____

CASE NUMBER: _____

SUBJECT: ☐ Advance Authorization of Expert Services.

☐ Authorization for Additional Funds. Authorization(s) in the Amount of
\$_____ **has/have been previously approved.**

☐ Request for Interim Payments.

It is requested that advance authority be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e) (3) the Criminal Justice Act (18 U.S.C. Section 3006A, as follows: (Complete as much information below as possible.)

Name of Expert: _____

Address: _____

Type of Expert: _____

Estimated Compensation/Fee: _____

Requested Fee per Hour: _____

Muti-Defendant Case: ☐ yes (# of defendants ____) ☐ no

MEMORANDUM RE: SERVICES OTHER THAN COUNSEL

CASE NUMBER _____ DEFENDANT _____

Justification for the foregoing marked subject is require in each instance: (PLEASE INSERT ADDITIONAL PAGE(S) AS NEEDED)

ATTORNEY'S SIGNATURE

DATE

INSTRUCTIONS for Memorandum re: Services Other Than Counsel

- 1) This form shall be used to request excess and/or interim fees for expert services. (Interim vouchers may be submitted at regular intervals in representations exceeding 90 days in duration or \$4,000 in accrued compensation and expense claims with Court approval).
- 2) Upon initial review of each assigned case counsel should make a determination as to the need and costs for experts, investigators and/or interpreters that may be required to conclude the case.
- 3) As soon as the attorney believes it will be necessary to exceed the maximum fees allowed (\$1,000.00) and/or request interim payments, the attorney will prepare the Memorandum re: Services Other Than Counsel and submit it to the Court by attaching it to an Auth form in eVoucher. If the attorney believes it necessary to exceed the previously approved amount, the attorney will prepare another Memorandum re: Service Other Than Counsel, again specifying a specific amount, and setting forth the total amount previously approved. (IT IS THE ATTORNEY'S RESPONSIBILITY TO ASSURE THAT THE FORMS AND CJA EVOUCHER 21/31 ARE ACCURATE, COMPLETE AND CORRECT.)
- 4) The request must include appropriate justification.