

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

IN THE MATTER OF SUBMISSION OF
VOUCHERS FOR PAYMENT UNDER THE
CRIMINAL JUSTICE ACT (CJA) IN CASES
ASSIGNED TO
CARMEN CONSUELO CEREZO,
UNITED STATES DISTRICT JUDGE

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CLERK OF COURT
U.S. DISTRICT COURT
SAN JUAN, P.R.

AMENDED STANDING ORDER

Each voucher presented must be supported by a verified , **detailed** time sheet, compiled from currently kept records. The time sheet must follow the organizational categories on the vouchers, in chronological order within each category. Each entry must contain the following information:

1. Date service was rendered.
2. Service rendered– entries such as “interview with client,” “read and analyzed order” and prepared motion” are **vague and unacceptable**. Entries shall include the purpose, topic, title of order or motion, specific person with whom conversation or interview was held, and whatever other detail you deem necessary for the Court to evaluate the entry.
3. Time spent shall be marked to only the first decimal place. e.g. .1 = 6minutes; 1.2 hours = 1 hour, 12 minutes. All decimal places beyond the first will be eliminated; .24 will be paid as .2, or 12 minutes; **reading of documents will not be paid on a flat per page basis, as the amount of text per page can vary greatly.**
4. Vague entries, or entries otherwise not conforming to this order to the general regulations for preparing time sheets will be stricken. Time sheets considered unsuitable for

evaluation will be returned to the attorney for corrections. Supporting documents not required by the regulations, such as copies or the contemporaneously kept time slips may be requested by the Court.

5. "**Waiting time**" for the purpose of in-court hours, is counted from the time of the setting until the conference or hearing actually begins. Thus, for example, an attorney arriving for a conference set for 11 a.m., which does not begin until 11:30 a.m. and which lasts for 30 minutes, should calculate the total time as 1. hour. Should the attorney choose to arrive early at 10:00 a.m. for his or her own convenience, there will be no compensation for the extra hour. Likewise, attorneys will not be compensated for time spent in the building between settings should they choose to remain here rather than return to their office.

SO ORDERED.

At San Juan, Puerto Rico, on February 28th, 2003.


CARMEN CONSUELO CEREZO
United States District Judge