

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

IN THE MATTER OF PETITIONS FOR
ATTORNEY'S FEES FILED IN SOCIAL SECURITY
CASES ASSIGNED TO CARMEN CONSUELO CEREZO,
UNITED STATES DISTRICT JUDGE

**Standing Order for the Filing of Petitions for Attorney's Fees
in Social Security Cases**

The petitions shall be filed under oath.

The following documents will be filed with petitions for attorneys fees, if appropriate:

1. A detailed timesheet, recorded in increments of .10 of an hour, listing the attorney's time spent on particular tasks. Time spent shall be marked in decimals, e.g.: 6 minutes = .1, 15 minutes = .25. This should not include time spent by messengers delivering and filing documents.
2. Service rendered - entries such as "interview with client," "read and analyzed order," "legal research," 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 details will enable the court to evaluate the entry. **Vague entries will be stricken.**
3. Copies of documents or letters, not already filed in the record, representing the product of more than .10 hour of work for which payment is claimed.

Where time is claimed for preparation of an appellate brief, copy of the brief must be included. Failure to file the brief will result in the Court's concluding that it is a revised addition of the memorandum of law, for which no additional fee will be granted.

4. Notification by the Social Security Administration to the claimant of past-due benefits awarded.

5. Notification of attorney's fees awarded for services rendered before the agency, in those cases in which benefits were awarded by the agency on remand.

The following items are NOT to be filed. Failure to comply with this directive may result in sanctions against the attorney and return of the petition and supporting documents, so that the attorney may reconstruct his motion in compliance with these instructions:

1. Copies of any motion, memorandum, order, decision or exhibit already included in the court's record or the agency's record on appeal. To refer to any of these items, they should be cited by docket, page, exhibit number or filing date.

2. Consumer Price Index and similar documentation in support or justification of the requested hourly fee.

3. Copies of federal case law appearing in the Supreme Court Reporter, Federal Reporter 2d, Federal Supplement, or District Court Opinions.

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4. Any materials not necessary to evaluate the time sheet entries.

SO ORDERED.

At San Juan, Puerto Rico on , 1999.

CARMEN CONSUELO CEREZO
United States District Judge