

How to claim In-Court vs. Out-of-Court hours

In-Court hours should only consist of the actual time spent **before the Judge** in the courtroom and waiting time, conferences with client before or after court would be categorized under the *Out of Court*. The Audit Clerk will verify the time claimed with the In Court Text Minute Entry on the ECF Docket and identify any discrepancy. The voucher will be rejected for further explanation and/or correction.

INCORRECT Appeared in Court for plea 1.5 total hours.

In-Court .2 hours (15 min)

Out of Court 1.3 hours (e.g. Conference with client)

Total 1.5 hours

Service Type	Date	Description	Hrs	Rate	Amt	Audit Note:
a. Arraignment and/or Plea	05/12/2016	Appeared In Court for plea	1.5	129.0000	193.50	

CORRECT

Separate 1.5 hours by creating two lines:

In Court - .2 hours (15 min)

Out of Court - 1.3 hours Out of Court Menu "Interviews and Conferences"

Total 1.5 Hours

Service Type	Date	Description	Hrs	Rate	Amt	Au
a. Arraignment and/or Plea	05/12/2016	Appeared in Court for Plea.	0.2	129.0000	25.80	
a. Interviews and Conferences	05/12/2016	Conference with client after arraignment.	1.3	129.0000	167.70	

In Court Services

Out of Court Services

Arraignment/Video Conferencing	Conference with client before or after proceeding.
Change of Plea/Video Conferencing	Waiting time for court to begin.
Sentencing/Video Conferencing	Defendant arrival delayed.
Trial	Other (explain)
Bail and Detention/Video Conferencing	
Other-In Chambers Conference/Video Conferencing	