

## **Billing for Time and Expenses for more than One Client**

1- When billing for time spent and/or expenses for more than one CJA representation:

- Attorneys must prorate time spent in common\* with another CJA representation. The time must be cross-referenced on the vouchers.

- Service providers have the option of prorating time spent in common with another CJA representation or billing it all to one representation. If the service provider is billing for time spent in common, the service provider must explain whether the time is being prorated or billed to one representation. If the same attorney is involved, the service provider can cross-reference the cases by name. If different attorneys are involved, the services provider must indicate the number of other representations. The service provider must send the **Time and Expenses in Common Form** separately to the CJA unit.

-Attorneys and service providers must bill expenses incurred in common to one of the representations.

2- Panel attorneys and service providers must disclose to the court when travel or other work is done for both a CJA and a non-CJA purpose so that the court can determine whether the time or expenses should be apportioned.

\* Time or expenses "spent in common" includes worked performed simultaneously or within the same unit of time, or expenses incurred, for more than one representation. **DOUBLE BILLING OF TIME OR EXPENSES IS PROHIBITED.**