

**DISTRICT OF ARIZONA BENCHMARKS
FOR CLAIMS SUBMITTED FOR REIMBURSEMENT
PURSUANT TO THE CRIMINAL JUSTICE ACT**

Following is a list of benchmarks that have been adopted by the District of Arizona for use in determining the reasonableness of time and expenses claimed for activities subject to reimbursement under the Criminal Justice Act. **Please note: these are not to be considered minimums or maximums.** If the time spent or expense incurred falls below the established benchmark for that activity, only the actual time or expense may be claimed. Reasonableness is determined on a case-by-case basis, and claims in excess of the benchmark amounts must be accompanied by an explanation for the deviation.

- Record review: 60 pages per hour (specify the number of pages and how many cases were researched)
- Preparation of "boiler-plate" motions (no legal research), e.g., motion to seal, continue, or any other routine motion: .30 hours. (18 minutes)
- Preparation of motions or memoranda: 1 page per hour.
- Billable hours per day should not exceed 10 hours a day (unless a trial is in progress).
- Time claimed for leaving a voice message, if any, should not exceed .10 hours. (6 minutes)
- Time spent downloading, opening, renaming, saving, printing, and/or forwarding a Notice of Electronic Filing ("NEF") is considered a clerical function, which falls under the category of "general office expenses" and is not compensable. Claims for reviewing a NEF and any associated document(s) should be limited to only the time spent reading the text of those documents. In addition, the document number(s) of the NEF(s) and any associated document(s) reviewed must be noted so that the Court can assess the reasonableness of the time spent.
- When billing a case where numerous NEFs and documents are reviewed in a single day, the time claimed must be actual time spent, and recorded as a single line item on the voucher.
- Round trip travel to CCA should not exceed 3.00 hours, with actual mileage recorded on expense worksheet.
- Round trip travel to FCI in Tucson should not exceed .80 hours, with actual mileage recorded on expense worksheet.
- Travel time and mileage must compute from office, not attorney's home, *unless home is the office.*
- If travel to CCA or FCI involved visits with multiple clients under CJA, either (1) bill the actual mileage and travel time to one client's voucher and note the names of other clients visited; or (2) the actual mileage and time spent should be divided among the visited clients and claimed separately on each affected CJA voucher, along with a reference to the total number of clients visited. Always note mileage and travel time on expense worksheet.
- The number of pages for copy work and faxes must be referenced on the expense worksheet.