

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF WYOMING

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FILED  
U.S. DISTRICT COURT  
DISTRICT OF WYOMING

DEC - 8 2015

Stephan Harris, Clerk  
Cheyenne

Administrative General Order 2015-04

**GENERAL ORDER REGARDING  
CASE BUDGETING FOR CRIMINAL  
JUSTICE ACT CASES**

For all attorneys representing criminal defendants pursuant to the Criminal Justice Act of 1964, the following rules shall apply for criminal cases:

1. For non-capital felony cases, if counsel believes attorney's fees will exceed the current attorney case compensation maximum<sup>1</sup>, counsel shall notify the Court that he/she anticipates exceeding those amounts. These notices shall be filed ex parte.
2. For all cases that **do not** require case budgeting, Counsel shall seek prior permission for costs, such as copy, fax, phone, research and postage in excess of \$200.00.
3. CJA counsel in all cases where representation may exceed 300 attorney hours or \$39,000 in combined attorney and service provider fees are required to submit a proposed case budget for the court's review and approval. Counsel shall submit a proposed initial litigation budget for court approval, subject to modification in light of developments that emerge as the case proceeds. All case budgets shall be submitted ex parte. Recognizing that investigative, expert or other services may be required before counsel has an opportunity to submit a case budget, or the court to approve it, the Court will act upon requests for services where prompt authorization is necessary for adequate

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<sup>1</sup> The current case maximum for non-capital felony cases is \$9,900.00.

representation. It is expected that counsel will use cost saving measures, such as paralegal time and investigator time where appropriate. Counsel should contact the Tenth Circuit Case Budgeting Attorney, Cari Waters at (303) 335-2826 or [cari\\_waters@ca10.uscourts.gov](mailto:cari_waters@ca10.uscourts.gov) for assistance in developing and submitting a proposed initial litigation budget for the Court's approval.

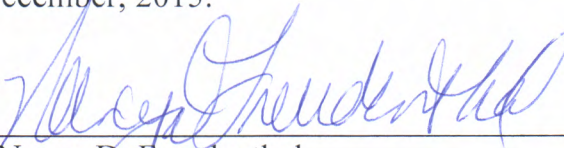
4. Requests for services exceeding \$800.00, except for services included in a case budget, must be approved prior to obtaining those services. If services exceed \$800 and prior authorization could not have reasonably been obtained, counsel must submit an ex parte application and declaration as soon as possible justifying the services, a request for authorization to the date services were first rendered, and a thorough explanation of why prior authorization could not have reasonably been obtained. If the Court denies the request in whole or in part, the Court will not be liable for refusal to pay for services rendered in excess of authorized funds.

5. Case Budgeting is required in all capital cases. Counsel should contact the Tenth Circuit Case Budgeting Attorney, Cari Waters at (303) 335-2826 or [cari\\_waters@ca10.uscourts.gov](mailto:cari_waters@ca10.uscourts.gov) for assistance in developing and submitting a proposed initial litigation budget for capital cases. Counsel is expected to prepare a budget for tasks to be performed by attorneys and paralegals and expenses to be incurred for investigators, expert witnesses and other costs.

6. Failure to follow these requirements may result in non-payment of vouchers for attorney's fees and costs.

7. This General Administrative Order replaces the provisions of General Administrative Order 2012-01 filed on May 7, 2012.

Dated this 8 day of December, 2015.

  
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Nancy D. Freudenthal  
Chief United States District Judge