ATTORNEY AND PROVIDER TIPS FOR PREVENTING VOUCHER PAYMENT DELAYS AND REDUCTIONS

PROPER CLASSIFICATION OF SERVICES (NO BUNDLING)

Do This….

Date	Service	Time	Description
1/5/15	Interviews and Conferences	1.6	Met with client's mother (.4); phone call with client (.4); met with client at jail (.8)
1/5/15	Obtain/Review Rcds	4.0	Reviewed 200 pages of wiretap transcripts (Bates Nos. 220-420)
1/5/15	Legal Research	5.2	Researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (Dkt. No. 112)

Not this…

Date	Service	Time	Description
1/5/15	Interviews and Conferences	10.8	Met with client's mother (.4); phone call with client (.4); reviewed discovery (4.0); met with client at jail (.8); researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (Dkt. No. 112) (5.2)

DETAILED TASK DESCRIPTIONS

Do this…

Date	Service	Time	Description
2/5/15	Travel Time	6.0	Drove to Westville, OK (includes travel to and within Westville to two separate locations) to meet with two individuals; plus return trip (3 hours each way)
2/5/15	Interviews and Conferences	3.0	Interviewed two individuals in Westville, OK
2/8/15	Obtain/Review Rcds	4.0	Reviewed 200 pages of wiretap transcripts (Bates Nos. 220-420)
2/17/15	Legal Research	5.2	Researched whether the search of client's car without a warrant was unlawful; began drafting motion to suppress (Dkt. No. 112)

Not this…

Date	Service	Time	Description
2/5/15	Travel Time	5.6	Travel for interviews
2/5/15	Interviews and Conferences	3.0	Interviews
2/8/15	Obtain/Review Rcds	6.0	Reviewed discovery
2/17/15	Legal Research	5.2	Legal research and writing

ECF REVIEW

Do This….

Date	Service	Time	Description
1/5/15	Obtain/Review Rcds	.3	Reviewed multiple ECF filings (Dkt. Nos. 2-9)

(NOTE: ECF review should reflect only the actual aggregate time that you spent reviewing the subject documents on a daily basis as opposed to billing for signing into your PACER account every time you receive a notification, then billing separate entries)

Not This….

Date	Service	Time	Description
1/5/15	Obtain/Review Rcds	.1	ECF review
1/5/15	Obtain/Review Rcds	.1	ECF review
1/5/15	Obtain/Review Rcds	.1	ECF review
1/5/15	Obtain/Review Rcds	.1	ECF review
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