DETAIL OF SERVICES AND EXPENSES
Criminal

Date

Bar/License Number	Claimant Name	Declaration Serial Number

Case Number	Case Name	Date Petition Filed

INSTRUCTIONS TO DECLARANT:
Units may be reported in: Hours, Tests, Examinations, Reports, Etc, as required by the Coding Guide (see page 2). Service for less than one hour must be rounded to the nearest tenth of an hour e.g. 6 minutes equals .1 (one tenth). Enter only one service code per line. Combine on a single line all services for the same code and date.

Date	Service Type*	Service Description (Provide Detail)	Unit Quantity	Rate	Amount Requested

CODING GUIDE

SERVICE CODE AND DESCRIPTION* ATTORNEYS		UNIT OF MEASURE*
NON-COURT SERVICES		
RS	RESEARCH	HRS
TR	TRAVEL TIME	HRS
IN	INVENTORY	HRS
WJ	WAITING TIME - JA JAIL	HRS
CN	CONFERENCE	HRS
PR	PREPARATION	HRS
IV	INVESTIGATION	HRS
NC	MISC. NON-COURT PROCEEDINGS	HRS
DS	DISCUSSION	HRS
NON-TRIAL COURT SERVICES		
WC	WAITING TIME-COURT	HRS
AP	ARRAIGNMENT & PLEA	HRS
PE	PRETRIAL	HRS
CD	CONTINUANCE	HRS
BR	BAIL REVIEW HEARING	HRS
PV	PROBATION VIOLATION HEARING	HRS
MO	MOTION HEARING	HRS
PB	PROBATION & SENTENCE HEARING	HRS
CC	CASE SETTLEMENT CONFERENCE	HRS
PS	POST SENTENCE	HRS
BW	BENCH-WARRANT PICK-UP	HRS
DR	DIVERSION RETURN	HRS
DP	DEPOSITIONS	HRS
NT	MISC. NON-TRIAL COURT PROCEEDINGS	HRS
TRIAL SERVICES		
PH	PRELIMINARY HEARINGS	HRS
JT	JURY TRIAL	HRS
CT	COURT TRIAL	HRS
INVESTIGATORS		
TR	TRAVEL TIME	HRS
ET	INTERVIEW EXPERTS	HRS
ID	INTERVIEW DEFENDANTS	HRS
IW	INTERVIEW WITNESSES	HRS
WJ	WAITING TIME-JAIL	HRS
AC	ATTORNEY CONFERENCE	HRS
CN	CONFERENCE	HRS
EP	EXAMINE EVIDENCE	HRS
RF	REVIEW CASE FILE	HRS
IS	INVESTIGATE SCENE	HRS
PR	PREPARATION	HRS
CR	COURT TESTIMONY	HRS
ER	EXAMINE REPORT/EVIDENCE	HRS
RW	REPORT (WRITTEN)	RPT
EXPERT WITNESSESS		
TR	TRAVEL TIME	HRS
CR	COURT TESTIMONY	HRS
ER	EXAMINE REPORT/EVIDENCE	HRS
RW	REPORT (WRITTEN)	RPT
TO	TEST OTHER	TST
NS	NON-SPECIFIED LAB TEST	TST
WJ	WAITING TIME IN JAIL	HRS
AC	ATTORNEY CONFERENCE	HRS
IN	INTERVIEW	HRS
CH	CHAIN OF CUSTODY	HRS
CN	CONFERENCE	HRS
RR	REVIEW RECORD	HRS

SERVICE CODE AND DESCRIPTION* EXAMINATION EXPERTS		UNIT OF MEASURE*
TR	TRAVEL TIME	HRS
CR	COURT TESTIMONY	HRS
ER	EXAMINE REPORT/EVIDENCE	HRS
AC	ATTORNEY CONFERENCE	HRS
RR	REVIEW RECORDS	HRS
PR	PREPARATION	HRS
RW	REPORT (WRITTEN)	RPT
DOCTORS		
TR	TRAVEL TIME	HRS
AC	ATTORNEY CONFERENCE	HRS
RR	REVIEW RECORDS	HRS
IN	INTERVIEW	HRS
PR	PREPARATION	HRS
WJ	WAITING TIME-JAIL	HRS
DI	DRUG INFLUENCE-EVALUATION	HRS
OC	ON CALL STATUS	HRS
CR	COURT TESTIMONY	HRS
EM	EXAMINATION OF PATIENT	EXM
PY	PSYCHIATRIC EVALUATION	EXM
FS	TEST FIELD SOBRIETY	TST
TO	TEST-OTHER	TST
RW	REPORT (WRITTEN)	RPT
LABORATORIES		
UC	URINE COCAINE TEST	TST
UO	URINE OPIATE TEST	TST
UP	URINE PCP TEST	TST
UA	URINIE ALCOHOL	TST
UQ	URINE AMPHETAMINE, QUANT, TEST	TST
UD	URINE DRUG SCREEN	TST
MS	MARIJUANA SUBSTANCE TEST	TST
PC	PCP SUBSTANCE TEST	TST
PL	PCP LIQUID/SUMBTANCE TEST	TST
PP	PHP (PCP ANAL) LIQUID SUBSTANCE TEST	TST
BS	BLOOD ALCOHOL/SODIUM FLUORIDE TEST	TST
BC	BLOOD ALCOHOL/COCAINE TEST	TST
BP	BLOOD ALCOHOL/PCP TEST	TST
NS	NON-SPECIFIED LAB TEST	TST
CR	COURT TESTIMONY	HRS
RR	REVIEW RECORDS	HRS
CH	CHAIN OF CUSTODY	HRS
TRANSLATOR		
TN	TRANSLATOR	WORD
TS	TRANSCRIPT	MIN
COURT REPORTERS		
TS	TRANSCRIPT	RPT
INTERPRETER		
IT	INTERPRETATION	HRS

*Use only services codes listed under the headings for your appointee type, e.g. Laboratory, Expert Witness, Attorney.

UNITS OF MEASURE DESCRIBE THE ONLY ACCEPTABLE QUANTIFICATION OF SERVICE TO BE BILLED, e.g. SERVICE CODE "TR" (TRAVEL TIME) MUST BE BILLED BY THE HOUR. SERVICE CODE "EM" (EXAMINATION OF PATIENT) MUST BE BILLED ACCORDING TO THE NUMBER OF EXAMINATIONS PERFORMED.