

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEVADA**

**MEMORANDUM  
RE: APPOINTED COUNSEL**

**TO:** Honorable \_\_\_\_\_ United States District Judge  
  
Chief Judge, United States Court of Appeals for  
Ninth Circuit

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DEFENDANT:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**SUBJECT:** Advance Authorization for Waiver of Maximum Fee .  
It is requested that advance authority be granted to obtain services in an amount  
in excess of the maximum allowed under the provisions the Criminal Justice  
Act (18 U.S.C. Section 3006A (d)(2) and CJA Guidelines 2.3 as follows:

Estimated Compensation/Fee: \$ \_\_\_\_\_  
**(Certification required, see \* below.)**

Authorization for Additional Funds.  
Estimated Compensation/Fee: \$ \_\_\_\_\_  
Authorization(s) in the Amount of \$ \_\_\_\_\_  
**has/have Previously Been Approved.**  
**(Certification required, see \* below.)**

Request for Interim Payments.  
(Certification required, see \* below.)  
Request to Join in Existing Authorization for  
Interim Payments.  
**(Certification required, see \* below.)**

The attached voucher is submitted for approval for payment. This form shall  
serve as a Memorandum Supporting and Justifying Compensation Pursuant to  
Special Order Number 53.  
**(Certification required, see \* below.)**

**MEMORANDUM  
RE: APPOINTED COUNSEL**

**Case Number:** \_\_\_\_\_

**Justification** for the foregoing marked subject: (PLEASE INSERT ADDITIONAL PAGE(S) AS NEEDED) Note: justification is required in each instance.

\_\_\_\_\_  
Counsel

\_\_\_\_\_  
Date

MEMORANDUM  
RE: APPOINTED COUNSEL

Case Number: \_\_\_\_\_

\* As an officer of this Court I hereby certify that this is a complex or extended case for the reasons set forth in the foregoing "Justification".

\_\_\_\_\_  
Counsel

\_\_\_\_\_  
Date

=====  
I certify that the following approval is necessary to provide fair compensation and recommend approval of this request.

I designate the case above described as complex.

Amount not to exceed \$ \_\_\_\_\_ is approved.

These are additional funds which bring the total amount recommended for approval to \$ \_\_\_\_\_

Interim payment approved. (SEE ATTACHED MEMORANDUM)

Request to join in existing authorization of interim payment is approved.

\_\_\_\_\_  
**UNITED STATES DISTRICT JUDGE**

\_\_\_\_\_  
Date

=====  
Authorization for the following is granted.

Amount not to exceed \$ \_\_\_\_\_ is approved.

These are additional funds which bring the total amount is approved to \$ \_\_\_\_\_.

Interim payment approved. (SEE ATTACHED MEMORANDUM)

\_\_\_\_\_  
**CHIEF JUDGE OR DESIGNEE,  
U.S. COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

\_\_\_\_\_  
Date

**INSTRUCTIONS**  
**Memorandum re: Appointed Counsel**

- 1) This form shall be used in place of all Ex-Parte Motion(s)/ Motion(s) to request excess or interim fees and in place of the Memorandum required by Special Order 53.
- 2) Upon initial review of each assigned case counsel should make a determination as to the fees that may be required to conclude the case.
- 4) As soon as counsel believe it will be necessary to exceed the maximum fees allowed and/or request interim payments counsel will prepare the Memorandum re: Appointed Counsel and submit it to the Court. If counsel believe it necessary to exceed the previously approved amount, counsel will prepare another Memorandum re: appointed Counsel, again specifying a specific amount, and setting forth the total amount previously approved.
- 5) When submitting a voucher for payment, counsel will attach copies of all approved Memorandums relating to that particular voucher. They will also check the box for “Memorandum Supporting and Justifying Compensation Pursuant to Special Order Number #53 to use the form(s) as their supporting memorandum.
- 7) This form must be used for the “Memorandum Supporting and Justifying Compensation Pursuant to Special Order Number 53. Every voucher submitted by counsel for payment, no matter the amount, must be accompanied by this “Memorandum.”