

54.4 Fee Application Guidelines. With respect to services performed and expenses incurred in any case, including a Criminal Justice Act case, the following guidelines should help attorneys present to the court information essential to a reasoned explanation of the fee award. Attorneys should also review the most recent circuit court decisions for additional guidance. These fee guidelines also may be appropriate in applications for sanctions.

(a) Services Performed.

- (1) Identify with particularity the work done.
 - (A) For a conference, state who was present, the subjects discussed, and how long it lasted.
 - (B) For research, state who did it, the subjects and issues researched, and whether the results were incorporated into a brief, motion, or pleading.
 - (C) For travel time, segregate it, state who traveled, and the purpose and mode of travel.
 - (D) For pleadings, identify the pleading and who prepared it.
- (2) Identify the status and background (attorney, paralegal, law student) of each person performing an item of work.
- (3) If a paralegal or law student performed any services, state the salary or other wage rate at which the attorney or law firm pays the paralegal or law student.
- (4) If the services apply to more than one case, identify the relative applicability to each case.

(b) Expenses Incurred. Identify the expense with particularity.

- (1) For photocopies, state the items copied, why they were copied, how they were used, and the number of pages copied.
- (2) For depositions, list the court reporter's name, the date of taking, the deponent's identity, the purpose of the deposition (discovery or evidentiary), and the use made of the deposition.
- (3) For long-distance telephone calls, list the date, by whom, to whom,

and the location of the person called, and the subject of the call.

- (c) **Rates of Compensation Requested.** Except in Criminal Justice Act cases, attorneys must file affidavits or other evidence in support of claimed hourly rates and hours.