

Time Billed	Billing Entry Description	Acceptable/Unacceptable Description	Reasoning (The Why)	Improvements
0.7	Review audio of *** ride to *** 41 min	Acceptable	Identifies the media, witness, and length of media reviewed.	
0.3	Reviewed 3-2-23 Deposition Transcript of witness *** (14pgs)	Acceptable	Identifies date, media, witness name, and number of pages reviewed.	
1.5	Review witness statements *** 2pgs (0.1 hr), *** 4pgs (0.3hr), *** 11 pgs (0.6hr), and *** 8 pgs (0.5hr)	Acceptable	Identifies the media, witness, and number of pages reviewed, as well as, providing a time for each document	Provide a date for each statement.
2.0	Completed background investigations on an additional 3 identified people of interest ***, ***, *** gathered information from over 250 data sources and created a report for each person	Acceptable	Identifies the witnesses on which the research was conducted. Also, identifies why the extra time was billed with creating reports on the witnesses.	Provide the specific data sources. Identify time spent on each witness.
2.0	Went to titusville to interview *** and ***	Acceptable	Identifies the people being interviewed and why extra time was	Breakdown time spent on travel and time spent interviewing witness.
1.6	Review and notate deposition transcripts; *** 15 p; *** 17 p; *** 17p; *** 14 p;*** 18p Total 81 pages	Acceptable	Time for each service must be identified. Identifies the media, witness, and number of pages reviewed, as well as, providing a time	Provide a date of each statement and time for each service.
2.0	Reviewed *** juvenile criminal records consisting of 148 pgs-reviewed pgs 1-91 (91 pgs)	Acceptable	Identifies person being researched and number of pages reviewed.	This description could be more detailed by providing the specific type of records being reviewed.
0.5	review new discovery police supplement narratives 20 pages	Acceptable	Identifies the discovery was police supplemental narratives.	Identify the specific report reviewed such as report number, date of narrative, or interviewing police officer.
2.4	LOCATE WITNESS **	Acceptable	Identifies time spent to locate specific witness	Identify why 2.4 hours was billed to locate one witness.
1.5	[Background research] OF ALLGED VICTIM *** 1.0 hours; PUBLIC RECORD REQUEST TO *** 0.5 hours.	Acceptable	Time for each service is identified. Identifies the person being researched.	More description could be provided with the tools used for research and estimated number of pages reviewed.

Time Billed	Billing Entry Description	Acceptable/Unacceptable Description	Reasoning (The Why)	Improvements
1.0	Background research of Witness *** on Facebook and Twitter, estimated 25 pages reviewed.	Acceptable	This description details the sources, witness, and number of pages.	Identify nature of documents reviewed justifying time spent in review
0.6	SOCIAL MEDIA RESEARCH WITNESS ***	Unacceptable	Identifies the witness being researched.	Identify the types of social media and estimated number of pages reviewed.
1.0	BACKGROUND WITNESS ***	Unacceptable	Identifies the witness being researched.	More description must be provided with the tools/sources used for research and estimated number of pages reviewed.
1.0	Review *** interview totaling 28 minutes	Unacceptable	This description does detail the media, person, and length of interview.	JAC will need more information as to why the investigator billed 1.0 to review 28 minute interview.
4.0	Reviewed *** interview totaling 1:28 hrs/ minutes	Unacceptable	This description details the media, person, and length of interview.	JAC will need more information as to why the investigator billed 4.0 to review 88 minute interview.
2.0	Research JAC Vendors to locate a trajectory expert who is a good fit for this case. Put *** in contact with ***. Emails to set up Zoom meeting in June	Unacceptable - Non-billable	An Investigator cannot bill for services related to researching, locating, and/or obtaining a due process provider.	
2.0	[Review documents] 2 REPORTS (81 PGS) PLAN LEADS	Unacceptable	Time for each service must be identified. Identifies the number of pages of reports reviewed.	Breakdown time spent on each separate activity. More detail must be provided indicating with specificity the reports reviewed. Identify the type of planning went into the leads.

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2.0	[Review Documents] 113 PG REPORT/2 INTERVIEWS (31 MIN); BEGIN ATTY REPORT	Unacceptable	Time for each service must be identified. Identifies the number of pages of reports reviewed.	Breakdown time spent on each separate activity. More detail must be provided (1) indicating with specificity the reports reviewed, (2) identifying number of pages of 2 interviews reviewed. (3) identifying the subject of interviews and dates of interviews and (4) providing tasks completed and length of attorney report.
3.0	Comprehensive background witness 17 (***)	Unacceptable	The specific types of document reviewed must be identified.	Identify specific type of background research and number of pages reviewed. Identify type/source of research. For example, "background research of Witness *** on Facebook and Twitter, estimated 25 pages reviewed."
1.5	Obtained new discovery and delivered and discussed w/ Attorney	Unacceptable - Non-billable	An Investigator cannot bill for picking up documents/discovery and/or delivering to attorney or client.	Address investigative tasks performed in conjunction with obtaining documents. Breakout time spent discussing discovery with attorney.
2.0	Reviewed 27 pgs discovery	Unacceptable	The specific types of document reviewed must be identified.	There is no document identification in this description. Identify nature of documents reviewed justifying time spent in review
*** = Denotes the Name of witness, document, client, attorney, etc. in the description.				
Please Note: Pursuant to the JAC Due Process Contract, JAC may request at any time your contemporaneous records to support these billing entries. Contemporaneous records must be maintained pursuant to the guidelines outlined in your JAC Contract and the JAC Policies and Procedures.			Please note: JAC copied these billing entry descriptions directly from invoices received for payment. Sensitive information was redacted.	