

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

***EX PARTE* REQUEST: FOR COURT USE ONLY**

**FORM SEEKING ADVANCE AUTHORIZATION FOR
INVESTIGATIVE, EXPERT, OR OTHER SERVICES EXCEEDING \$900
(Please submit this form to the presiding judge along with the CJA-21 form.)**

Name of Attorney _____

Case _____ No. _____

According to the CJA Plan for the Southern District of West Virginia, as revised, “Where the cost of investigative, expert, or other services will exceed the maximum amount set forth in the Guidelines, prior authorization is required, unless it is waived by the presiding judge upon a finding that, in the interest of justice, timely procurement of necessary services could not await prior authorization.” Please provide the following information:

Name of service provider _____

Amount requested _____

Reasons for requesting service _____

Provider’s relevant experience and qualifications _____

Hourly rate requested _____

Fee arrangement, if applicable _____

Services and expenses to be included _____

Whether additional services/funding may be requested from/for this provider _____

Attorney’s Signature _____ Date _____