



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
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Reply to Northern Division Address

CALCULATING COMPENSATION FOR TIME WORKED

Time for work spent performing a service should be reported in tenths of an hour. Compensation is calculated by multiplying the applicable rate per hour by the total number of hours. Calculate totals for each service category separately, and enter the category and grand totals on the appropriate lines on the voucher form.

TENTHS (.10) OF AN HOUR

MINUTES	=	TENTHS
01 - 06		0.1
07 - 12		0.2
13 - 18		0.3
19 - 24		0.4
25 - 30		0.5
31 - 36		0.6
37 - 42		0.7
43 - 48		0.8
49 - 54		0.9
55 - 60		1.0

CalculatingCompensationforTime (02/2015)

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Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

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