

The following CJA worksheets (2021EXP, 2021OUCRT, 20INCRT, 3031EXP, 3031DPOUCRT, and 30DPINCRT) were developed using Microsoft © Excel 2002. Each worksheet should be **Download**-ed, or **Save**-ed, to your local system before attempting to use. It need only be done once, unless there is a notice of a change.

General Instructions:

All Cells have been **locked** to prevent accidental over-writing of pre-defined formulas and text. Use of the <**Tab**> key to move between cells, will help facilitate entry of information.

All worksheets are designed to **automatically** calculate column totals, aka **Page total**. When information spans more than 1 page, a **Page total** is generated with a “running” **Grand Total** calculated for all “previous” pages.

The **Docket No:-** , **Name of Defendant-** and **Brief description**..... cells are free-form. Anything entered in these cells will appear exactly as typed. In the **Date** column, two 1-or-2 digit numbers separated by a slash (/), is “assumed” to be a date (MM/DD/YY format) and will be automatically changed to include the year (i.e. 2/3 will become 02/03/02; 04/10 will become 04/10/02).

NOTE: The “in-court” forms have a total of 25 pages available. The “out-of-court”, 40 pages.