

QUESTIONS ABOUT CJA VOUCHERS?

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QUESTIONS ABOUT CLE/SEMINAR MATTERS?

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TABLE OF CONTENTS

Miscellaneous Information	1
Rates/Dates Changed	2
Case Compensation Maximums	3
Case Disposition Codes	4
Voucher Differences Between Northern and Southern Districts	5
Important Things to Know About the Differences in Vouchers	
Magistrate v. Criminal	6
Expenses Covered on CJA 20 Voucher	7
Interim Vouchers	8
The Guide - Volume 7, Section A, Chapter 2, Part C	10
FAQ's	21
Attachments	30
Table of Contents for Attachments	31
A. CJA Panel Application	32
B. Sample Voucher # 1 - Time - Categories (Preferred)	36
Sample Voucher #2 - Time - Chronological	44
C. CJA Payment System Voucher Processing	53
D. CJA 21 and Instructions	54
E. CJA 24 and Instructions	60
F. CJA 20 and Instructions	65
G. CJA Voucher Worksheet for SDIA	71
CJA Voucher Worksheet for NDIA	73
H. In-Court/Out-of-Court/Other Worksheets	76
(To be used with Attachment B - Sample Voucher #2 - Time-Chronological)	

RATES/DATES CHANGED

CASE MAXIMUMS:

CJA 20			CJA 21	<u>Per Provider</u>
Work Completed Before 10/13/08	Work Provided On or After 10/13/08	Work Provided On or After 03/11/09		
Felonies \$ 7,000	Felonies \$ 7,800	Felonies \$ 8,600	Prior Approval	Over \$ 500
Misdemeanor \$ 2,000	Misdemeanor \$ 2,200	Misdemeanor \$ 2,400	8 CC Approval	Over \$1,600
Appeals \$ 5,000	Appeals \$ 5,600	Appeals \$ 6,100		
Other Reps \$ 1,500	Other Reps \$ 1,700	Other Reps \$ 1,800		

HOURLY ATTORNEY FEES:

CRIMINAL CASES			DEATH PENALTY CASES	
04/01/01	In Ct: \$ 75	Out Ct: \$ 55	Before 2/1/05	\$ 125
05/01/02	In Ct: \$ 90	Out Ct: \$ 90	2/1/05	\$ 160
01/01/06	In Ct: \$ 92	Out Ct: \$ 92	1/1/06	\$ 163
05/20/07	In Ct: \$ 94	Out Ct: \$ 94	5/20/07	\$ 166
01/01/08	In Ct: \$100	Out Ct: \$100	1/01/08	\$ 170
03/11/09	In Ct: \$110	Out Ct: \$110	3/11/09	\$ 175

MILEAGE:

09/08/98	32.5¢	01/01/03	36.0¢	02/01/07	48.5¢			
04/01/99	31.0¢	01/01/04	37.5¢	03/19/08	50.5¢			
01/14/00	32.5¢	02/04/05	40.5¢	08/01/08	58.5¢			
01/22/01	34.5¢	09/01/05	48.5¢	02/01/09	55.0¢			
01/21/02	36.5¢	01/01/06	44.5¢					

INTERPRETERS:

TRANSLATION:

04/01/09 Certified Day: \$384; ½ Day \$208 OT: \$54 p/h Lang. Skilled Day: \$185; ½ Day \$102 OT: \$ 32 p/h	General Document: \$ 135 per 1,000 words = .135 x word count (no specialized terminology)
	Semi-Technical Document: \$ 140 per 1,000 words = .140 x words (Some specialized terminology; requires research)
	Technical Document: \$ 150 per 1,000 words = .150 x word count (Highly specialized; requires expertise and lengthy)

CASE COMPENSATION MAXIMUMS

CODE	REPRESENTATION TYPE: (Line 10 on the CJA 20 voucher)	Work Completed Before 10/13/08	Work Furnished On or After 10/13/08	Work Furnished On or After 3/11/09
CC	Criminal: Felony Misdemeanor (Includes B or C misdemeanors)	\$ 7,000.00 2,000.00	\$ 7,800.00 2,200.00	\$ 8,600.00 2,400.00
NT	New Trial	7,000.00	7,800.00	8,600.00
MA	Motion Attacking Sentence - 2255	7,000.00	7,800.00	8,600.00
HC	Habeas Corpus - State - 2254	7,000.00	7,800.00	8,600.00
HC	Habeas Corpus - Federal - 2241	7,000.00	7,800.00	8,600.00
	Other:			
	Extradition Cases	1,500.00	1,700.00	1,800.00
OT	Material Witness (In Custody)	1,500.00	1,700.00	1,800.00
OT	Witness (Grand Jury, Court)	1,500.00	1,700.00	1,800.00
OT	Other	1,500.00	1,700.00	1,800.00
OT	Pending Investigations	1,500.00	1,700.00	1,800.00
OT	Re-sentencing Remanded back to District Ct.	1,500.00	1,700.00	1,800.00
MC	Rule 35 Mt for Reduction of Sentence Substantial Assistance	1,500.00 1,500.00	1,700.00 1,700.00	1,800.00 1,800.00
PR	Probation Revocation	1,500.00	1,700.00	1,800.00
SR	Parole Violation	1,500.00	1,700.00	1,800.00
WI	Supervised Release	1,500.00	1,700.00	1,800.00
WW	Parole Proceedings	1,500.00	1,700.00	1,800.00
CK	Malpractice Representation	1,500.00	1,700.00	1,800.00
ML	Mental Condition Hearings	1,500.00	1,700.00	1,800.00
CH	Civil or Criminal Contempt	1,500.00	1,700.00	1,800.00
EX	Witness before a grand jury	1,500.00	1,700.00	1,800.00

CASE DISPOSITION CODES

	DISPOSITION TYPE	CODE
District Court	Dismissed	1
	Acquitted by court, or government motion for judgment of acquittal granted	2
	Acquitted by jury	3
	Convicted/final plea guilty	4
	Convicted/final plea nolo	5
	Convicted/court trial	8
	Convicted/jury trial	9
	Mistrial	C
	Not Guilty/insane/court trial	E
	Guilty/insane/court trial	F
	Not Guilty/insane/jury trial	G
	Guilty/insane/jury	H
Other (PTD matters, other reps. Transfers)	X	
PROBATION, PAROLE or SR	Revoked	RV
	Restored	RS
HABEAS/WRITS/ PETITIONS	Granted	GR
	Denied	DE
DEATH PENALTY	Acquitted on Death Counts, Convicted on other counts	AC
	Death	DD
	Life	LL
	Years of Years	YY

**VOUCHER DIFFERENCES
BETWEEN NORTHERN AND SOUTHERN DISTRICTS**

- Must submit with voucher: 1) CJA 20;
- 2) bill;
- 3) breakdown of bill showing charges in each category (e.g. In-Court, Out-of-Court, Other Worksheets);
- 4) CJA Voucher Worksheet;
- 5) supporting documentation (if applicable); and, if Interim Voucher:
- 6) NDIA - Order for interim payment OR SDIA - Letter to Judge requesting interim payment

- If voucher is incorrect - we will adjust up to 1 hour of time before we notify attorney to correct.
- Voucher has to be in 1/10th of an hour.

	NORTHERN DISTRICT	SOUTHERN DISTRICT
INTERIM VOUCHERS	<p>A <u>motion</u> requesting interim payment is required. Order to accompany interim voucher for payment.</p> <p>Nothing is withheld.</p>	<p>A <u>letter</u> of request to the judge is submitted to FPD along with your bill. After our review, your bill, along with your letter, is submitted to the Judge for review. The Judge will either grant your request by approving your CJA 20 voucher or deny by returning it.</p> <p><i>20% of compensation is withheld on interim vouchers. Travel and other expenses are paid in full.</i></p>
MULTIPLE ATTORNEYS ASSIGNED TO CASE BEFORE CONCLUSION	<p><u>Pay</u> final vouchers as they come in and once case maximum is met, <i>the last</i> atty must submit and over-the-limit letter.</p>	<p><u>Hold</u> ALL vouchers until case done, then if over-limit, last attorney must submit letter and ALL vouchers to judge for approval.</p>
COPY CHARGES	\$.10 per page is allowed.	\$.25 per page is allowed.
INTERPRETERS	<p>We go by a log-in site to verify they are certified. If they've charged a certified price, without being certified, we knock their charge down. If they ask for less than they're allowed, we leave it, don't bump it up to allowed price.</p>	<p>We go by a log-in site to verify they are certified. If they've charged a certified price, without being certified, we knock their charge down. If they ask for less than they're allowed, we leave it, don't bump it up to allowed price.</p>

***IMPORTANT THINGS TO KNOW ***

ABOUT THE DIFFERENCES IN VOUCHERS

1. There are 2 kinds of vouchers we mainly deal with:
 - A. Magistrate
 - B. Criminal

The magistrate and criminal vouchers are treated as separate cases.

MAGISTRATE CASES:

2. Many cases start out at the magistrate level. We will issue a voucher with only a magistrate number (found in box 3 of the CJA 20 voucher).

All time and expenses spent during the duration of the magistrate case should go on the magistrate voucher. The magistrate case has a case limit for your *compensation* of \$1,800** for work performed on or after March 11, 2009 and does *not* include expenses.

If your client is indicted, the magistrate case ends. You can then submit your voucher on the magistrate case for payment. Please contact our office to let us know that your client was indicted.

If your compensation goes over that \$1,800 limit** for work performed on or after March 11, 2009, you must submit an “over-the-limit” letter to the Judge explaining why it went over the limit. Once reviewed and approved by the District Court Judge, we have to send it to the Eighth Circuit for further review and approval.

CRIMINAL CASES:

3. If the case started out as a magistrate case, and then your client is indicted, that magistrate case then becomes a criminal case. We ask that you notify us to let us know that your client has been indicted, so we can then issue a new CJA 20 voucher for the criminal case. Assuming the case started out as a magistrate case, your new criminal voucher will contain the magistrate number (box 3 of the CJA 20 voucher), as well as the criminal number (box 4 of the CJA 20 voucher).

Once your client is indicted, you can then submit your magistrate voucher (if one was issued) for payment.

The criminal case has a limit on *compensation* of \$8,600** for work performed on or after March 11, 2009. That does *not* include expenses.

Only time spent during the duration of the criminal case (from the date of the indictment) should be submitted on the criminal voucher. **DO NOT INCLUDE ANY MAGISTRATE TIME ON YOUR CRIMINAL VOUCHER.**

If your compensation goes over that \$8,600 limit for work performed on or after March 11, 2009, you must submit an “over-the-limit” letter to the Judge explaining why it went over the limit. Once reviewed and approved by the District Court Judge, we have to send it to the Eighth Circuit for further review and approval.

**** The case limit applies to all appointed attorneys combined compensation - NOT per attorney.**

WHAT EXPENSES ARE COVERED ON YOUR CJA 20 VOUCHER?

If expense is over \$50 - must submit receipt with CJA 20 voucher

EXPENSE	YES	NO	EXCEPTION
Clothing for defendant for trial			At Judge's discretion
Copies	X NDIA - \$.10 ea. SDIA - \$. 25 (Provide receipt If outside service used)		
Court Reporter		X Court Reporter should submit their own bill with a CJA 24 form	
Experts		X Experts should submit their own bill with a CJA 21 form	
Hotels	X		
Interpreters		X Interpreters should submit their own bill with a CJA 21 form and worksheet	
Law student/intern	X Hourly rate paid to student/intern by attorney (Submit under <i>Expenses</i> on CJA 20)		
Legal Research	X		
Meals	X		
Mileage	X 9/01/0548.5 1/01/0644.5 2/01/0748.5 3/19/0850.5 8/01/0858.5 2/01/0955		
Paralegal	X Hourly rate paid to paralegal by attorney (Submit under <i>Expenses</i> on CJA 20)		
Parking	X		
Subpoenas			Rule: Use USMS If USMS unavailable, then use private service

INTERIM VOUCHERS

NDIA case: You must file a motion requesting interim payment. Once the order is filed, you must submit the order with your voucher for payment to the Panel Administrator for review.

In addition:

If: Your compensation is over the case limit, without prior approval, you must also submit an “over-the-limit” letter to the Judge with your voucher. This letter will be presented with your CJA 20 for the District Court Judge’s review and approval then on to the Eighth Circuit for review and approval.

If approved, your interim voucher is paid in full and a new CJA 20 voucher will be sent to you for your final bill.

Upon submission of your final bill:

If: Your compensation is over-the-limit, you need to submit an “over-the-limit” letter to the Judge with your voucher (even if you sent an over-the-limit letter with your #1 interim voucher). This letter will be presented with your CJA 20 for the District Court Judge’s review and approval then on to the Eighth Circuit for review and approval.

If approved, your final bill will be paid in full.

SDIA case: You must write a letter to the judge requesting interim payment. Send the letter with your CJA 20 voucher to the Panel Administrator who, after reviewing your bill, will submit your letter along with your CJA 20 voucher to the District Court Judge for review and approval.

In addition:

If: Your compensation is over the case limit, without prior approval, you must also submit an “over-the-limit” letter to the Judge with your voucher. This letter will be presented with your CJA 20 for the District Court Judge’s review and approval then on to the Eighth Circuit for review and approval.

If approved, 20% of the *compensation* is withheld but travel and other expenses are paid in full.

Upon submission of your final bill:

If: Your compensation is over-the-limit, you need to submit an “over-the-limit” letter with your voucher (even if you sent an over-the-limit letter with your #1 interim voucher). This letter will be presented with your CJA 20 for the District Court Judge’s review and approval then on to the Eighth Circuit for review and approval.

If approved, your final bill will be paid in full AND the 20% that was withheld previously, will be released and paid with your final payment.

THE GUIDE

VOLUME 7
Section A, Chapter 2, Part C

THE GUIDE
VOLUME 7
SECTION A, CHAPTER 2, PART C

Part C. Compensation and Expenses of Appointed Counsel

A. **2.20 Forms to be Used.** Forms for the compensation and reimbursement of expenses to appointed counsel, together with instructions for the execution and distribution thereof, are included in Appendix A. A copy of all supporting documents which itemize or expand the amounts shown on the face of CJA Form 20 must be attached to at least copies numbered 1 and 2.

2.21 Time Limits.

- A. Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown. The clerks of the concerned courts should ensure that attorneys are complying with the prescribed limits. Every effort should be made to have counsel submit the claim as soon as possible upon completion of services rendered.
- B. Absent extraordinary circumstances, judges should act upon panel attorney compensation claims within 30 days of submission.

2.22 Limitations.

A. **Hourly Rates.**

(1) **In General.** Except in federal capital prosecutions and in death penalty federal habeas corpus proceedings, compensation paid to appointed counsel may not exceed \$90 per hour for time expended in court or out of court or before a United States magistrate judge, effective for work performed on or after May 1, 2002, but prior to January 1, 2006 (Pub. L. No. 107-77, 115 Stat. 748 (2001)) [1]. For work performed on or after January 1, 2006, but prior to May 20, 2007, the hourly compensation paid may not exceed \$92 (Pub. L. No. 109-115, 119 Stat. 2396 (2005)) [2]. For work performed on or after May 20, 2007, but prior to January 1, 2008, the hourly compensation may not exceed \$94 [3]. For work performed on or after January 1, 2008, but prior to March 11, 2009, the hourly compensation rate may not exceed \$100 (Pub. L. No. 110-161, 121 Stat. 1844 (2007)) [4]. **The hourly rate for work performed on or after March 11, 2009, may not exceed \$110** (Pub. L. No. 111-8 (2009)). (See paragraph 6.02A regarding compensation of counsel in federal capital cases and death penalty federal habeas corpus proceedings.)

(2) **Annual Increase in Hourly Rate Maximums.** Subsection (d)(1) of the Act, as amended by the CJA Revision of 1986, also authorizes the Judicial Conference to increase annually all hourly rate maximums by an amount not to exceed the federal pay comparability raises given to federal employees, beginning three years after the Act's March 14, 1987, effective date. Hourly rate maximums will be adjusted automatically each year in accordance with any federal pay comparability adjustment, contingent upon the availability of sufficient funds. The new rates will apply with respect to services performed on or after the effective date.

Case Compensation Maximums.

(1) General.

(i) **Applicability and Exclusions.** The Judicial Administration and Technical Amendments Act of 2008, Pub. L. No. 110-406, amended subsection (d)(2) of the CJA to provide for the case maximums to increase “simultaneously” with aggregate changes in the maximum attorney hourly compensation rate. Based on the increase in the non-capital rate for work performed on or after March 11, 2009, the new case maximum amounts, which are indicated in paragraph 2.22B(2) below, apply to a representation where the attorney performed services on or after that date. All compensation limits are for each attorney in each case. The case compensation limits are not applicable in federal capital cases and in death penalty federal habeas corpus proceedings. (See paragraph 6.02A.) As further explained in paragraph 2.22B(3), the CJA places limitations on the general authority of presiding judicial officers to unilaterally approve attorney compensation. Payments above case compensation limits referred to in subparagraph (2) below may be authorized when certified by the presiding judicial officer and approved by the chief judge of the circuit. The chief judge of the circuit is permitted to delegate this approval authority to another active circuit or senior circuit judge. Presiding judicial officers should certify excess compensation payments to counsel whenever in their judgment the case involves extended or complex representation and the amount certified is necessary to provide fair compensation. (See paragraph 2.22B(3)). Case compensation limits apply only to attorney fees. There is no limit on the presiding judicial officer's authority to approve the reimbursement of expenses of counsel and the chief judge of the circuit has no role in authorizing the payment of such expenses. (See paragraph 2.27 for an explanation of reimbursable out-of-pocket expenses.)

(ii) **Change in Offense Classification Level.** If a case is disposed of at an offense level lower than the offense originally charged, the compensation maximum is determined by the higher offense level.

(iii) **More than One Counsel.** In difficult cases in which the court finds it necessary to appoint more than one attorney, the limitations apply to each attorney.

(2) Specific Proceedings.

(i) **Felonies** [except federal capital prosecutions].

\$8,600 for trial court level.
\$6,100 for appeal.

(ii) **Misdemeanors** [including petty offenses (class B or C misdemeanors or infractions) as set forth in subsection (a)(2)(A) of the Act].

\$2,400 for trial court level.
\$6,100 for appeal.

(iii) **Proceedings under section 4106A of title 18, United States Code** [in connection with paroled prisoners transferred to the United States].

\$1,800 for representation before the United States Parole Commission.
\$6,100 for appeal.

(iv) **Proceedings under sections 4107 or 4108 of title 18, United States Code** [for counsel and guardians ad litem providing services in connection with prisoner transfer proceedings. See *Regulations for the Appointment of Counsel Pursuant to a Prisoner Transfer Treaty*, which appears at Section B of this Volume, regarding appointment of counsel or guardians ad litem under 18 U.S.C. § 4109].

\$2,400 for each verification proceeding.

(v) **Pre-Trial Diversion.**

\$8,600 if offense alleged by the U.S. Attorney is a felony.
\$2,400 if offense alleged by the U.S. Attorney is a misdemeanor.

(vi) **Proceedings under section 983 of title 18, United States Code** [for services provided by counsel appointed under 18 U.S.C. § 983(b)(1) in connection with certain judicial civil forfeiture proceedings].

\$8,600 for trial court level.
\$6,100 for appeal.

(vii) **Non-capital Post-Conviction Proceedings under sections 2241, 2254 or 2255 of title 18, United States Code.**

\$8,600 for trial court level.
\$6,100 for appeal.

(viii) **Proceedings to Protect Federal Jurors Employment under section 1875 of title 28, United States Code.**

\$8,600 for trial court level.
\$6,100 for appeal.

(ix) **Other Representations required or authorized by the CJA.**

\$1,800 for trial court level.
\$1,800 for each level of appeal.

This category includes but is not limited to the following representations:

(a) **Probation Violation:**

(b) **Supervised Release Hearing** [for persons charged with a violation of supervised release or facing modification, reduction or enlargement of a condition or extension or revocation of a term of supervised release];

(c) **Parole Proceedings under chapter 311 of title 18, U.S.C.;**

(d) **Material Witness in Custody;**

(e) **Mental Condition Hearings Pursuant to chapter 313 of title 18, U.S.C.** [with the exception of hearings pursuant to sections 4241 and 4244 of title 18, U.S.C., which are considered part of the case in chief with no separate compensation maximums applying. (A chart detailing the treatment for the purpose of compensation of representation at each hearing pursuant to chapter 313 is included as Appendix H.)];

(f) **Civil or Criminal Contempt** [where the person faces loss of liberty];

(g) **Witness** [before a grand jury, a court, the Congress, or a federal agency or commission which has the power to compel testimony, where there is a reason to believe either prior to or during testimony, that the witness could be subject to a criminal prosecution, a civil or criminal contempt proceeding, or face loss of liberty];

(h) **International Extradition** [under chapter 209 of title 8, U.S.C.].

(x) **Ancillary Matters.** Representation in ancillary matters shall be compensable as part of the representation in the principal matter for which counsel has been appointed, and shall not be considered a separate appointment for which a separate compensation maximum would apply.

(3) **Waiving Case Compensation Maximums.** Payments in excess of CJA compensation maximums may be made to provide fair compensation in cases involving extended or complex representation when so certified by the court or United States magistrate judge and approved by the chief judge of the circuit (or by an active or senior circuit judge to whom excess compensation approval authority has been delegated).

In determining if an excess payment is warranted, the court or United States magistrate judge and the chief judge of the circuit (or an active or senior circuit judge to whom excess compensation approval authority has been delegated) should make a threshold determination as to whether the case is either extended or complex. If the legal or factual issues in a case are unusual, thus requiring the expenditure of more time, skill and effort by the lawyer than would normally be required in an average case, the case is "complex." If more time is reasonably required for total processing than the average case, including pre-trial and post-trial hearings, the case is "extended."

After establishing that a case is extended or complex, the approving judicial officer

should determine if excess payment is necessary to provide fair compensation. The following criteria, among others, may be useful in this regard: responsibilities involved measured by the magnitude and importance of the case; manner in which duties were performed; knowledge, skill, efficiency, professionalism, and judgment required of and used by counsel; nature of counsel's practice and injury thereto; any extraordinary pressure of time or other factors under which services were rendered; and any other circumstances relevant and material to a determination of a fair and reasonable fee.

(4) **Case Budgeting.** Courts are encouraged to use case budgeting techniques in representations that appear likely to become or have become extraordinary in terms of potential cost (ordinarily, a representation in which attorney hours are expected to exceed 300 hours or total expenditures are expected to exceed \$30,000 for appointed counsel and services other than counsel on behalf of an individual CJA defendant). If a court determines that case budgeting is appropriate (either on its own or upon request of counsel), counsel should submit a proposed initial litigation budget for court approval, subject to modification in light of facts and developments that emerge as the case proceeds. Case budgets should be submitted *ex parte* and filed and maintained under seal. See generally the case budgeting principles pertaining to capital cases in paragraph 6.02F of these **Guidelines**.

Recognizing that investigative, expert, and other services may be required before counsel has an opportunity to prepare a case budget or the court to approve it, courts should act upon requests for services where prompt authorization is necessary for adequate representation. Courts, in examining the case budget, may reconsider amounts authorized for services prior to the budget's approval; however, courts shall not rescind prior authorization where work has already been performed.

B. Supporting Memorandum.

(1) **Claim for Less than the Case Compensation Maximum.** In any case in which the total compensation claimed is less than the statutory case compensation maximum, counsel may be required to submit a memorandum supporting and justifying the compensation claimed, whenever called for by local rule, standing order, or by the presiding judicial officer.

(2) **Claim for More than the Case Compensation Maximum.** In any case in which the total compensation claimed is in excess of the statutory case compensation maximum, counsel shall submit with the voucher a detailed memorandum supporting and justifying counsel's claim that the representation given was in an extended or complex case, and that the excess payment is necessary to provide fair compensation. Upon preliminary approval of such claim by the presiding judicial officer, the court should furnish to the chief judge of the circuit a memorandum containing its recommendation and a detailed statement of reasons.

C. Impact of an Appropriation Shortfall on Voucher Review. Vouchers should not be delayed or reduced for the purpose of diminishing Defender Services program costs in response to adverse financial circumstances.

D. Reduction of CJA Compensation Vouchers by the Reviewing Judge. The Criminal Justice Act provides that the reviewing judge shall fix the compensation and reimbursement to be paid to appointed counsel. If the court determines that a claim should be reduced, appointed counsel should be provided (a) prior notice of the proposed

reduction with a brief statement of the reason(s) for it, and (b) an opportunity to address the matter. However, notice need not be given to appointed counsel where the reduction is based on mathematical or technical errors. Nothing contained in this guideline should be construed as requiring a hearing or as discouraging the court from communicating informally with counsel about questions or concerns in person, telephonically, or electronically, as deemed appropriate or necessary.

E. Payments by a Defendant Under Subsection (f) of the Act. No appointed attorney shall accept a payment from or on behalf of the person represented without authorization by a United States district or circuit judge or magistrate judge on CJA Form 7. If such payment is authorized, it shall be deducted from the fee to be approved by the court under subsection (d) of the Act. In this regard, the combined payment to any one attorney for compensation from both the person represented and the government shall be subject to applicable dollar limitations, unless excess compensation is approved under subsection (d)(3) of the Act. Whenever the court finds that funds are available for payment from or on behalf of a person represented and directs that such funds be paid to the court for deposit in the Treasury, payment should be made by a check or money order drawn to the order of the clerk of court, who will deposit all monies received to the credit of the Treasury and credit such sums to the CJA appropriation. Subsection (f) of the Act does not authorize a judicial officer to require reimbursement as a condition of probation, and the Judicial Conference believes that reimbursement of the cost of representation under the Act should not be made a condition of probation under any other authority.

F. Services Before United States Magistrate Judges. United States magistrate judges may only approve vouchers for services rendered in connection with a case disposed of entirely before the United States magistrate judge.

2.23 Prior Authorization by Court to Counsel to Incur Expenses. Court plans may require advance authorization for such items as counsel's expenses over stipulated amounts or counsel's travel in excess of stipulated distances. Such advance authorization need not be submitted to the Administrative Office.

2.24 Proration of Claims. When a defendant is charged in one indictment with severable counts, one voucher should be submitted and one maximum applied under subsection (d)(2) of the Act, whether or not the counts are severed for trial. When a defendant is charged in two or more indictments (other than a superseding indictment or information), a separate voucher should be submitted, and a separate maximum applied under subsection (d)(2) of the Act, for each indictment, whether or not the indictments are consolidated for trial.

Where single counsel is appointed to represent multiple defendants, separate vouchers should be submitted, and a separate maximum applied under subsection (d)(2) of the Act, for each defendant represented.

Whenever appointed counsel submit separate vouchers, as provided by this paragraph, time spent in common on more than one indictment or case must be prorated among the indictments or cases on which the time was spent; and each indictment or case must be cross-referenced on the vouchers. Time spent exclusively on any one indictment or case may properly be charged on the voucher for that indictment or case.

2.25 Substitution of Counsel. If an attorney is substituted for an attorney previously

appointed for a defendant in the same case, the total compensation which may be paid both attorneys shall not exceed the statutory maximum for one defendant, unless the case involves extended or complex representation. In such cases, vouchers for attorney's services shall not be approved by a judicial officer until the conclusion of the trial so that the judicial officer may make such apportionment between the attorneys as may be just.

- 2.26 Travel Time.** Compensation shall be approved for time spent in necessary and reasonable travel. Ordinarily, allowable time for travel includes only those hours actually spent **in or awaiting transit**. Accordingly, if a trip necessarily and reasonably requires overnight lodging, compensable travel time to the destination from the claimant's office would terminate upon arrival and check-in at the hotel or other place of accommodation plus travel time returning directly to the claimant's office from said destination. Compensation for travel time shall be at a rate not to exceed the rate provided in subsection (d) of the Act for "time reasonably expended out of court."

If such travel is made for purposes in addition to representing the person whom the attorney has been appointed to represent under the Act, the court shall determine whether, in fairness to the appointed attorney, the travel time should be apportioned, and the appointed attorney compensated for that portion of the travel time reasonably attributable to the performance of the attorney's duties under the Act. In determining whether such travel time should be so apportioned, the court may consider the time reasonably expended in the performance of the attorney's duties under the Act, in relation to the time expended furthering other purposes of the trip, the significance to the representation of the duties performed, and the likelihood that the attorney would have made the trip to perform the duties under the Act in the absence of the other purposes for making the trip.

- 2.27 Reimbursable Out-of-Pocket Expenses.** Out-of-pocket expenses reasonably incurred may be claimed on the voucher, and must be itemized and reasonably documented. Expenses for investigations or other services under subsection (e) of the Act shall not be considered out-of-pocket expenses.

A. Reimbursement for Transcripts.

(1) Generally, court reporters or reporting services which furnish court authorized transcripts in CJA cases claim and receive compensation for their services on the CJA Form 24, "Authorization and Voucher for Payment of Transcript," (See paragraph 3.12 of these **Guidelines**). While this is the preferred method for payment of transcripts, if assigned counsel has elected to pay for the court authorized transcripts "out-of-pocket," the cost may be claimed as a reimbursable expense, as provided for in subsection (d)(1) of the Criminal Justice Act. However, unlike most reimbursable expenses, which should be claimed on the CJA Form 20, "Appointment of and Authority to Pay Court Appointed Counsel," reimbursement to the attorney who has paid for the transcript as an "out-of-pocket" expense should be claimed on a CJA Form 24. (See Appendix A).

(2) The cost of transcribing depositions in criminal cases is the responsibility of the Department of Justice pursuant to Rule 17(b) of Fed. R. Crim. P. (but when witness is an expert, then the Administrative Office will pay out of CJA funds) (53 Comp. Gen. 638 (1974)).

- B. Computer-Assisted Legal Research.** The cost of use, by appointed counsel, of computer-assisted legal research services, may be allowed as a reimbursable out-of-

pocket expense, provided that the amount claimed is reasonable. Whenever appointed counsel incurs charges for computer-assisted legal research, counsel should attach to the compensation voucher a copy of the bill and receipt for the use of the legal research services or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research). If the amount claimed is in excess of \$500 or if it includes costs for downloading or printing, counsel should include a brief statement of justification.

- C. **Travel Expenses.** Travel by privately owned automobile should be claimed at the rate currently prescribed for federal judiciary employees who use a private automobile for conduct of official business, plus parking fees, ferry fares, and bridge, road, and tunnel tolls. Transportation other than by privately owned automobile should be claimed on an actual expense basis.

Per diem in lieu of subsistence is not allowable, since the Act provides for reimbursement of expenses actually incurred. Therefore, counsel's expenses for meals and lodging incurred in the representation of the defendant would constitute reimbursable "out-of-pocket" expenses. In determining whether actual expenses incurred are "reasonable," counsel should be guided by the prevailing limitations placed upon travel and subsistence expenses of federal judiciary employees in accordance with existing government travel regulations.

Government travel rates at substantial reductions from ordinary commercial rates may be available from common carriers for travel authorized by the court in connection with representation under the CJA. To obtain such rates, attorneys must contact the clerk of the court and obtain prior approval from the presiding judicial officer.

- D. **Interim Reimbursement for Expenses.** Where it is considered necessary and appropriate in a specific case, the presiding judge or United States magistrate judge may, in consultation with the Administrative Office, arrange for interim reimbursement to counsel of extraordinary and substantial expenses incurred in providing representation in a case. Interim reimbursement should be authorized when counsel's reasonably-incurred, out-of-pocket expenses for duplication of discoverable materials made available by the prosecution exceed \$500.

E. **Reimbursement for Expenses Incurred Defending Malpractice Allegations.**

The CJA was amended by the Federal Courts Improvement Act of 2000, Pub. L. No. 106-518, to authorize courts to reimburse panel attorneys for expenses reasonably incurred in defending actions alleging malpractice in furnishing representational services under the CJA. The amendment covers expenses incurred on or after its effective date (November 13, 2000). No reimbursement shall be made if a judgment of malpractice is rendered against the attorney; in view of this prohibition, no reimbursement should be provided until the malpractice claim is resolved.

The total reimbursement shall not exceed the deductible amount of counsel's professional liability insurance policy or \$5,000, whichever is less. Expenses qualifying for reimbursement may include, but are not limited to, the costs of transcripts, witness fees and costs, and attorney fees. In determining reasonable attorney fees for this purpose, CJA rates are inapplicable. Reimbursement shall not include compensation for representing oneself in defending the action alleging malpractice, or, if represented by counsel, for time spent assisting that counsel in defending the action.

Reimbursement should be claimed under the expense categories on a CJA Form 20 (or, where the appointment was in a capital matter, CJA Form 30), and supporting documentation should be attached.

- F. **Other.** This would include items such as telephone toll calls, telegrams, copying (except printing -- see paragraph 2.28D below) and photographs.

2.28 Non-reimbursable Items. Appointed counsel may not claim reimbursement for the following:

- A. **General Office Overhead.** General office overhead includes general office expenses which would normally be reflected in the fee charged to the client. The statutory fee is intended to include compensation for these general office expenses. Therefore, except in extraordinary circumstances (see paragraph 3.16), personnel, rent, telephone service, and secretarial expenses associated with CJA representation, whether work is performed by counsel or other personnel, are not reimbursable.
- B. **Items and Services of Personal Nature.** The cost of items of a personal nature purchased for or on behalf of the person represented, such as purchasing new clothing or having clothing cleaned, getting a haircut, furnishing cigarettes, candy or meals, etc. Also, the cost of services of a personal nature and expenses incidental thereto which cannot be considered legal representation, such as assisting the defendant in the disposition of his or her personal property, arranging for the placement of minor children of the defendant, assisting the defendant in executing the conditions of probation, providing legal assistance in matters unrelated to the litigation of the case, although incidental to the defendant's arrest, etc.
- C. **Filing Fees.** Attorneys should not be required to pay a filing fee in a Criminal Justice Act case inasmuch as such payment and reimbursement thereof is tantamount to the Government billing itself to accomplish a transfer of appropriated funds into the General Fund of the Treasury.
- D. **Printing of Briefs.** The expense of printing briefs, regardless of the printing method utilized, is not reimbursable; however, the cost of mimeographing, "xeroxing," or similar copying service is reimbursable.
- E. **Service of Process.** Witness fees, travel costs, and expenses for service of subpoenas on fact witnesses, are not payable out of the CJA appropriation but are governed by Fed. R. Crim. P. Rule 17 and 28 U.S.C. § 1825.
- F. **Taxes.** Taxes paid on attorney compensation received pursuant to CJA, whether based on income, sales or gross receipts, are not reimbursable expenses.

2.29 Writ of Certiorari. Counsel's time and expenses involved in the preparation of a petition for a writ of certiorari are considered as applicable to the case before the United States Court of Appeals, and should be included on the voucher for services performed in that court.

2.30 Interim Payments to Counsel.

- A. **Non-Death Penalty Cases.** Where it is considered necessary and appropriate in a specific case, the presiding trial judge may arrange for periodic or interim payments to counsel. Appendix E (pages E-1 through E-6) contains instructions on the procedures for effecting interim payments to counsel, as well as a sample memorandum order on this

subject which provides for two alternative payment methods. The payment options provided in the order are designed to strike a balance between the interest in relieving court-appointed attorneys of financial hardships in extended and complex cases, and the practical application of the statutorily imposed responsibility of the chief judge of the circuit to provide a meaningful review of claims for excess compensation. Other interim payment arrangements which effectuate this balance may be devised in consultation with the Office of Defender Services of the Administrative Office of the United States Courts.

B. Death Penalty Cases. Presiding judicial officers are urged to permit interim payments in death penalty cases. Since the Anti-Drug Abuse Act of 1988 effectively repealed the CJA hourly rates and case maximums with respect to death penalty cases, a separate set of procedures and a separate memorandum order should be used in those cases. These procedures and a sample memorandum order are set forth in Appendix E, at page E-7.

2.31 Record Keeping. Appointed counsel must maintain contemporaneous time and attendance records for all work performed, including work performed by associates, partners, and support staff, as well as expense records. Such records, which may be subject to audit, must be retained for three years after approval of the final voucher for an appointment.

1. See H.R. REP. NO. 107-278, at 143 (2001) (Conf. Rep.), *as reprinted* in 2002 U.S.C.C.A.N. 793, 856, 2001 WL 1402218, and H.R. REP. NO. 107-139, at 92-93, 2001 WL 79076.

2. See H.R. REP. NO. 109-307, at 73, 112, 279 (2005) (Conf. Rep.), 2005 WL 3131557, and S. REP. NO. 109-109, at 196 (2005), 2005 WL 1774046.

3. Based on the appropriation amounts enacted on February 15, 2007 (Pub. L. No. 110-5, 121 Stat. 8 (2007)), the United States House and Senate Appropriation Committees subsequently approved the judiciary financial plans for FY2007, which included a cost-of-living adjustment to increase the maximum non-capital hourly rate to \$94.

4. See H.R. REP. NO. 110-497, 2007 WL 4402532, December 17, 2007. See also the Consolidated Appropriations Act of 2008 (Pub. L. No. 110-161, 121 Stat.1844, 1987 (2007)).

FAQ's

for CJA Attorneys

2009

1. **Q:** What is the Criminal Justice Act panel?

A: The panel consists of private attorneys who are eligible and willing to be appointed to provide representation to persons financially unable to attain adequate representation. A panel exists in Des Moines and Davenport for the Southern District of Iowa and a panel exists in Cedar Rapids and Sioux City for the Northern District of Iowa.

2. **Q:** What kind of assistance can the FPD office offer CJA attorneys?

A: As part of its mission, the FPD assists CJA attorneys in providing effective representation to their clients. Panel attorneys are invited to consult with the FPD on any aspect of a CJA case. The FPD also has a full federal criminal practice law library that includes statute services, case reporters, manuals and treatises. Panel attorneys are invited to use the library by appointment for research and preparation of a CJA case. The FPD has a continually updated brief bank containing filings made by FPD attorneys. The FPD sponsors seminars throughout the year to discuss defense issues.

3. **Q:** How can I become a member on the CJA Panel?

A: Please see Attachment "A" for form. Once the form is completed, e-mail it back to (nancy_lanoue@fd.org) or you can call Nancy Lanoue at 515/309-9629 for an application. Acceptance for panel representation is determined by the CJA Panel Committee which meets approximately every 6 months.

4. **Q:** How many hours of CLE do I need to have each year in order to remain on the CJA Panel?

A: Six (6) federal credit hours are required **each** year.

5. Q: Where can I get my CLE hours that are required?

A: The FPDO in Des Moines, puts on two 1-day seminars (spring and fall) every year. Each 1-day seminar will fulfill the 6 federal credit hours needed to remain on the CJA Panel. They also put on luncheon seminars which usually fulfill 1 hour of CLE as well as put on traveling seminars. Those seminars vary in CLE hours depending on the seminar.

6. Q: How do I get paid after a case is closed?

A: That depends on where the case is at. (Also see Attachment “B” for Model Vouchers for CJA 20's and 2 different kinds of supporting documentation.)

1. If it is a *Des Moines* case, submit the following documentation:

- CJA 20 voucher form;
- Itemized bill from your law firm;
- In/Out of Court/Other Worksheets that breaks-down your itemized bill; (if your billing software already categorizes your time - these worksheets aren't necessary).
- Any supporting documentation for your expenses; and
- If needed, a letter to the presiding judge explaining the overage of the case maximum,

directly to:

Panel Administrator
Federal Public Defender's Office
400 Locust St., Ste 340
Des Moines, IA 50309-2353

or

Your CJA 20 voucher and the above documentation can be dropped off at:

U.S. Courthouse
Clerk's Office
Des Moines, Iowa,

which will be forwarded to the Federal Public Defender's Office.

2. If it is a *Davenport, Sioux City* or *Cedar Rapids* case, please send the same documentation as listed above directly to:

Panel Administrator
Federal Public Defender's Office
400 Locust St., Ste 340
Des Moines, IA 50309-2353.

7. **Q:** What are the current case maximums?
- A:** See Pages 2 and 3.
8. **Q:** What is the current mileage reimbursement rate?
- A:** See Pages 2 and 3.
9. **Q:** My claim is more than \$8,600 in a criminal case. Do I need approval on my CJA 20 voucher if my compensation is over the case maximum allowed?
- A:** **Yes.** If the *cumulative* total *COMPENSATION* (for *all* attorneys combined compensation who represented the same defendant) is greater than \$8,600 for work performed on or after March 11, 2009 (or the case maximum), you need to include a letter of explanation to the district judge on that case explaining why your bill went over the case maximum. Once your voucher has been reviewed by the Panel Administrator for accuracy, the voucher will be sent over to the presiding judge along with YOUR letter of explanation. If your voucher is approved by the presiding district court judge, that judge will then send a letter to the Eighth Circuit for their approval. Once the Eighth Circuit has approved your voucher, it is sent back to the FPD in Des Moines for final processing.
10. **Q:** What happens if upon your review of my CJA 20 voucher, you discover I have made a mistake?
- A:** If your voucher contains a mistake that is equal to 1 hour (\$110.00) or less, we will automatically correct the problem without notifying you. However, if there is more than a \$110.00 discrepancy, we will return your CJA 20 voucher to you for correction.
11. **Q:** What happens if I haven't submitted all the proper documentation upon your review of my CJA 20 voucher?
- A:** We will either hold your CJA 20 and notify you to request any missing documentation OR we will return your CJA 20 back to you with instructions of what is needed in order to submit your CJA 20 for payment.
12. **Q:** What happens if my bill isn't in the format you have requested?
- A:** We will return your voucher to you for your correction. Since our office reviews a large volume of vouchers received in the Northern and Southern districts, our personnel need consistency in the formatting for expeditious processing. (See Attachment "B" for 2 Model CJA 20s and 2 types of supporting documentation). One model is for a firm's bill that is divided into *categories* (**This one is preferred**). But since not all billing software is capable of putting all the time entries into categories, and a firm's bill is in *chronological order*, you must use the in-court, out-of-court, and other worksheets. (See Attachment "B", p. 48-50)
13. **Q:** My voucher and worksheets contain quarter hours (3.25, 6.75 etc.). Is this a

problem?

A: **Yes.** Your claims can be only processed if reported in tenths of an hour (3.3, 6.8 etc.). If your voucher contains quarter hours, we will automatically round up to the nearest tenth.

14. Q: My client needs clothes, a haircut and personal items so he/she is presentable when appearing at court. I have already purchased them and would like to be reimbursed. Can I claim these as expenses on my voucher?

A: **No.** These items are personal nature and are not reimbursable under the Criminal Justice Act. However, you can submit a receipt and it is at the Judge's discretion to pay.

15. Q: Can I bill for a law student or a paralegal working at my law firm?

A: **Yes.** His/her time must be entered under the "other expenses" *only* for the actual amount paid to the law student or paralegal. An itemization of his/her time and duty performed must also accompany the CJA 20. See Attachment "B".

16. Q: A case is returned for re-sentencing. Can time and expenses be included on the original criminal case voucher?

A: **No.** This is a new appointment and all time and expenses must be claimed on a new CJA 20 voucher.

17. Q: I have a case that has been on-going for over a year and my client still hasn't been sentenced. I would like to get paid for my services so far. Can I submit my voucher for payment even if the case isn't finished yet?

A. Yes. If:

NDIA case, you must file a motion requesting interim payment. Once the order is filed, you must submit the order with your voucher for payment to the Panel Administrator for review.

SDIA case, write a letter to the judge requesting interim payment and send the letter with your CJA 20 voucher to the Panel Administrator who, after reviewing your bill, will submit it to the judge along with your CJA 20 voucher for approval.

For *interim SDIA cases* only, 20% of *compensation* is withheld but travel and other expenses are paid in full.

See page 8 for further details on interim payments.

18. Q: I had to withdraw from a case due to conflict. I understand multiple attorneys

have been appointed after me. Can I submit my bill for payment, even though the case isn't finished yet?

A. Yes. But,

If your case is a SDIA case: Per the SDIA Judges, we hold all vouchers submitted until the case is done. Once concluded and if the sum of all the vouchers compensation go over the case maximum allowed, the last attorney must submit an over-the-limit letter to the Judge to be submitted with their CJA 20 voucher.

However, if: you wish to be paid *before* the case is concluded, you can ask for an interim payment. If granted, 20% of your compensation is withheld until the conclusion of the case. See page 8 for explanation on how to file for an interim payment.

19. Q: Can an attorney charge for preparing a CJA voucher?

A: No.

20. Q: When is it necessary to budget for an extraordinary case?

A: When it is possible that the case will exceed \$30,000 or 300 hours of attorney time.

21. Q: Do you have a sheet with all the mileage, attorney fees change dates, as well as interpreters costs and case maximums?

A: Yes. Please see Pages 2 and 3.

22. Q: Do you have a worksheet form that will help me calculate my in-court and out-of-court fees which show changes in the rates and the effective dates?

A: Yes. Please see Attachment "G". Please note that there are two (2) different worksheets. One is for the Northern District and the other is for the Southern District.

23. Q: Once I have submitted my CJA 20 voucher for payment, how long will it take for me to receive my money?

A: Typically, it may take us approximately 10 days to process your voucher (assuming there are no problems with the voucher and depending on how long each judge may hold the voucher before the judge signs it to authorize payment. Once the judge signs it, that allows us to process the voucher for payment).

24. **Q:** Once I have submitted my voucher for payment to The FPD Office, what is the process my voucher goes through before payment is made?
- A:** Please see Attachment “C”.
25. **Q:** I finished a case last year and I just realized that I never submitted my claim - may I do it now?
- A:** **Yes**, but you must submit a memorandum explaining why you are submitting your voucher more than 45 days after the completion of the case.
26. **Q:** If I am representing a witness, who is later indicted, am I automatically appointed as their attorney?
- A:** **No.** If you have knowledge an indictment is forthcoming, we ask that you contact The Federal Public Defender’s office in Des Moines ahead of time to let us know your desire to continue to represent this person in their criminal case.
27. **Q:** I needed an interpreter present throughout all my meetings with my client and he submitted an invoice to me. Shall I pay the interpreter and claim it on my CJA 20?
- A:** **NO!!** Interpreters and all other experts and other services (e.g. experts, psychologists, investigators, fingerprint analysis, etc.), are to be claimed on a CJA 21. See Attachment “D” for a CJA 21 and Instructions on how to fill out.
28. **Q:** Can a CJA panel attorney use the Federal Public Defender’s interpreters or investigators?
- A:** **No.** You must seek out your own interpreter or investigator. However, FPD has a database of experts and can provide you with that information.
29. **Q:** What is the current interpreter rate?
- A:** See Page 2 for interpreter rates.
30. **Q:** What needs to be attached to a CJA 21 voucher for claims for services?
- A:** 1. An itemized statement of all services for which reimbursement is claimed.
- An explanation of the fee arrangement (i.e. hourly rate, per diem rate, etc.), statement as to the type of, dates of, and time expended for the services provided.

If interpreter, also attach the “Interpreter Worksheet” with your bill. See Attachment “D”, page 59.1.

2. Receipts for any expenses in excess of \$50;
3. A copy of the Order allowing payment (if applicable);

31. Q: I have obtained the services of an investigator or expert and the fees are more than \$500. What should I do?

A: Any claim for investigators, interpreters or other experts, that is more than \$500, requires the approval of the court before the claim may be processed. If the claim is for more than \$1,600, then circuit approval is needed.

If your case is a SDIA case: You will need to file an ex-parte motion requesting advanced authorization. (See Attachment “D”, p. 59.2 for SDIA form).

If your case is a NDIA case: You will need to file an ex-parte motion requesting advanced authorization. (See Attachment “D”, p. 59.4 for NDIA form).

32. Q: I ordered a transcript of the sentencing hearing of my client and the court reporter submitted an invoice to me. Shall I pay the court reporter and claim it on the CJA 20?

A: **No.** The court reporter should be claimed on a CJA 24. See Attachment “E” for a CJA 24 form and Instructions on how to fill out.

33. Q: Are there any differences between the Northern District of Iowa to the Southern District of Iowa?

A: Yes. Please see Page 5 for voucher differences between NDIA and SDIA.

34. Q: How can I obtain a CJA 20 form for a case I was appointed?

A: A CJA 20 voucher will be issued to you by the Panel Administrator, which will have a *signed* Order for your appointment. See Attachment “F ” for sample voucher.

35. Q: How do I fill out a CJA 20 form?

A. See Attachment “F” for instructions and also Attachment “B” for model voucher.

ATTACHMENTS TABLE OF CONTENTS

Application for Panel Membership	Attachment A p. 32
CJA 20 Sample Vouchers	Attachment B p. 36
Bill Example #1 - Time - Categories	Attachment B p. 36
CJA Voucher Worksheet Example- SDIA	p. 42
Bill Example #2 - Time - Chronological	Attachment B p. 44
In/Out/Other Worksheets (Use with Bill Example #2)	p. 48
CJA Voucher Worksheet Example- SDIA	p. 51
CJA Payment System Voucher Processing	Attachment C p. 53
CJA 21 Voucher (for experts) and Instructions	Attachment D p. 54
Interpreter's Worksheet	p. 59.1
CJA 24 Voucher (for transcripts)	Attachment E p. 60
CJA 20 Voucher (for attorneys)	Attachment F p. 65
CJA Voucher Worksheet for SDIA	Attachment G p. 71
CJA Voucher Worksheet for NDIA	Attachment G p. 73
In-Court/Out-of-Court/Other Worksheets	Attachment H p. 76

CRIMINAL JUSTICE ACT APPLICATION FOR PANEL MEMBERSHIP

PLEASE TYPE

This application form is also available via e-mail in Word and WordPerfect format.
Contact Nancy Lanoue at nancy_lanoue@fd.org to have the form e-mailed to you.

Please indicate the panel you want to join:

Northern District of Iowa

- Cedar Rapids
- Sioux City

Southern District of Iowa

- Davenport
- Des Moines

Name: _____

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Firm's Employer I.D. #: _____

Soc. Sec. #: _____ Bar No.: _____

Law School: _____ Date/Degree: _____

Jurisdictions in which currently admitted or licensed to practice law:

State:

Date of Admission:

U.S. District Court:

Date of Admission:

U.S. Appellate Court:

Date of Admission:

Date of Admission to U.S. Supreme Court: _____

Legal References (lawyers or judges familiar with your legal skills):

<u>Name</u>	<u>Address</u>	<u>Phone</u>

Briefly describe the nature and length of your present practice:

Briefly describe the nature and length of any prior practice(s):

Address of prior practice(s):

Lawyers you frequently worked with in prior practice:

<u>Name</u>	<u>Address</u>	<u>Phone</u>

Prior criminal and civil experiences (trial and otherwise):

	TOTAL	FEDERAL COURT	STATE COURT
Trials (Criminal) - Jury			
Trials (Criminal) - Non-Jury			
Trials (Civil) - Jury			
Trials (Civil) - Non-Jury			
Guilty Pleas			

Do you own or have ready access to the following books or their equivalents?

- current *United States Sentencing Guidelines Manual* yes no
- current *Federal Criminal Code and Rules* yes no
- current *8th Circuit Model Uniform Criminal Jury Instructions* yes no

Federal judges (other than immigrations judges) and federal magistrate judges before whom you have tried a case:

<u>Judge</u>	<u>Case Name & Number</u>	<u>Approximate Dates</u>

Federal appellate experience:

<u>Circuit</u>	<u>Case Name & Number</u>	<u>Oral Argument Held?</u>

Describe any specific experience or training you have in criminal law (other than already noted above):

**SAMPLE
VOUCHER #1
(PREFERRED)**

**TIME ON FIRM'S BILL IS DIVIDED
IN CATEGORIES
(See Pages 38-41)**

**(NO NEED FOR:
IN-COURT,
OUT-OF-COURT or
OTHER
WORKSHEETS)**

BILL EXAMPLE # 1

TIME CATEGORIES

This is the ideal bill
No need to use In/Out/Other Worksheets

LEGAL FEES AND EXPENSES

November 1, 2008

John Doe Law Office
10000 31st St.
Des Moines, IA 50309

For: U.S. v. Test Case
08-cr-0000

DESCRIPTION OF SERVICE

<u>In Court Time</u>	<u>Time Spent</u>
<u>Arraignment and/or Plea</u>	
November 1, 2007	
Attendance at initial appearance/arraignment	.7
January 30, 2008	
Attendance at change of plea hearing	.5
<u>Sentencing hearings</u>	
June 6, 2008	
Attendance at sentencing hearing	1.0

Out of Court Time

Interviews and conferences

October 30, 2007	.2
Telephone call with FPD regarding appointment	
November 1, 2007	.2
Telephone call with AUSA	
November 22, 2007	1.5
Jail visit with client to review discovery	
November 26, 2007	1.5
Jail visit with client	
November 30, 2007	.2
TC w/AUSA	
December 12, 2007	.2
TC w/client's family	
December 12, 2007	.5
Jail visit with client	
May 9, 2008	.8
Review PSR with client	

Obtaining & Reviewing Records

October 31, 2007	.5
Check PACER for pleadings to date	
November 19, 2007	2.0
Review Gov. discovery at US Attny Office	

May 7, 2008

Review 1st draft of PSR .5

June 2, 2008

Review final draft of PSR .5

Legal Research and Brief Writing

June 2, 2008

Prepare Sentencing Memorandum .7

Travel Time

November 1, 2007

Travel time to court .3

November 19, 2007

Travel time to US Attny. Office to review
discovery .3

November 22, 2007

Travel time to jail .3

November 26, 2007

Travel time to jail .3

December 12, 2007

Travel time to jail for conference .3

January 30, 2008

Travel time to court re: guilty plea .3

May 9, 2008

Travel time to jail .3

June 6, 2008

Travel time to courthouse re: sentencing .3

Investigative & Other Work

October 30, 2007

Prepare and e-file Appearance

.8

May 7, 2008

Letter to client re: PSR

.2

May 15, 2008

Letter to PO re: Objections to PSR

.8

Hours and Fees

9.8 Hrs. @ \$94 = \$ 921.20

5.9 Hrs. @ 100 = \$ 590.00

Total Hrs. & Fees \$ 1,511.20

Travel Expenses

6 trips x 6 miles @ .485 \$ 17.46

2 trips x 6 miles @ .505 \$ 6.06

Parking \$ 12.50

Total Travel Expense \$ 36.02

Other Expenses

Copies: 200 copies @ .25 per copy \$ 50.00

Postage: 3.50

Telephone: 8.00

Paralegal - 3 hours @ 45 p/h 135.00

Total Other Expenses \$196.50

TOTAL FEES AND EXPENSES \$ 1,743.72

2006 -May 19, 2007) From May 20, 2007) From Jan. 1, 2008) From March 11, 2009
))))
DATES OF SERVICE: From _____) From 10/30/07) From 1/1/08) From _____
))))
 To _____) To 12/31/07) To 6/6/08) To _____

OUT-OF-COURT HOURS:

a.	Interviews/Conf.	_____ hours	_____ <u>4.3</u> hours	_____ <u>.8</u> hours	_____ hours
b.	Obtain/Review Records	_____ hours	_____ <u>2.5</u> hours	_____ <u>1.0</u> hours	_____ hours
c.	Leg. Research/Brief Wr.	_____ hours	_____ hours	_____ <u>.7</u> hours	_____ hours
d.	Travel Time	_____ hours	_____ <u>1.5</u> hours	_____ <u>.9</u> hours	_____ hours
e.	Invest/Other Work	_____ hours	_____ <u>.8</u> hours	_____ <u>1.0</u> hours	_____ hours
		Total Hrs	Total Hrs	Total Hrs	Total Hrs
		_____ @ \$92	_____ <u>9.1</u> @ \$94	_____ <u>4.4</u> @100	_____ @ 110
	Total \$	_____	Total \$ <u>855.40</u>	Total \$ <u>440.00</u>	Total \$ _____

TOTAL\$ \$1,295.40
OUT-OF-COURT

TRAVEL EXPENSE

Mileage

From:	9/01/05	_____ Miles @ .48.5	=	\$ _____	<u>Parking</u>	\$ <u>12.50</u>
	1/01/06	_____ Miles @ .44.5	=	\$ _____	<u>Meals</u>	\$ _____
	2/1/07	<u>36</u> Miles @ .48.5	=	\$ _____	<u>Lodging</u>	\$ _____
	3/19/08	<u>12</u> Miles @ .50.5	=	\$ <u>17.46</u>		
	8/01/08	_____ Miles @ .58.5	=	\$ <u>6.06</u>		
	02/01/09	_____ Miles @ .55	=	\$ _____		
	Total	\$ <u>23.52</u>	Total	\$ <u>36.02</u>		
	Mileage					(Parking+Meals+Lodging)

TOTAL\$ 36.02
TRAVEL EXPENSES
(Mileage+Parking+Meals+Lodging)

OTHER EXPENSES

Copy	_____ <u>200</u> Copies @ .25 per page	=	\$ <u>50.00</u>
Postage			\$ <u>3.50</u>
Phone			\$ <u>8.00</u>
Fax			\$ _____
Other			\$ _____
Paralegal	<u>3</u> Hrs. @ \$ <u>45</u> Per Hr.		\$ <u>135.00</u>
Total \$			<u>196.50</u>

TOTAL \$ 196.50
OTHER EXPENSES

TOTAL VOUCHER \$ 1,743.72

SAMPLE VOUCHER #2

**TIME ON FIRM'S BILL IS
CHRONOLOGICAL**
(See Pages 46-47)

(MUST USE:
IN-COURT,
OUT-OF-COURT, and
OTHER
WORKSHEETS)

BILL EXAMPLE #2

CHRONOLOGICAL - NO CATEGORIES

(Must use with In/Out/Other Worksheets)

See pages 39-41 for examples)

LEGAL FEES AND EXPENSES

November 1, 2008

John Doe Law Office
10000 31st St.
Des Moines, IA 50309

Re: United States v. Test Case
No: 08-cr-0000

DESCRIPTION OF SERVICE

10/30/07	TC w/ Panel Admin Re: New case	.2
10/30/07	Prepare and e-file Appearance	.8
10/31/07	Check PACER for pleadings to date	.5
11/01/07	T/C w AUSA re: info on case	.2
11/01/07	Travel time to court	.3
11/01/07	Court Appearance re: IA & ARR	.7
11/19/07	Travel time to US Attorney's Office to review disc.	.3
11/19/07	Review discovery at U.S. Attorney's Office	2.0
11/22/07	Travel time to jail	.3
11/22/07	Jail visit with client to review discovery	1.5
11/26/07	Travel time to jail	.3
11/26/07	Jail visit with client	1.5
11/30/07	TC w/AUSA	.2
12/12/07	TC w/client's family	.2

12/12/07	Travel time to jail for client conference	.3
12/12/07	Jail visit with client	.5
1/30/08	Travel time to Court re: guilty plea	.3
1/30/08	Court Appearance re: guilty plea hearing	.5
5/07/08	Review 1 st draft of PSR	.5
5/07/08	Letter to client re: PSR	.2
5/09/08	Travel time to jail	.3
5/09/08	Jail conference with client to review PSR	.8
5/15/08	Letter to PO re: Objections to PSR	.8
6/02/08	Review final draft of PSR	.5
6/02/08	Prepare Sentencing Memorandum	.7
6/06/08	Travel time to courthouse for sentencing	.3
6/06/08	Court appearance re: sentencing	1.0

TOTAL HOURS

15.7 Hrs.

Total Hours/Fees	=	9.8 hrs @ \$94.00	=	\$ 921.20
	=	5.9 hrs @ 100.00	=	<u>590.00</u>
				\$1,511.20

Travel Expenses	36 miles @ .485	=	\$ 17.46
	12 miles @ .505	=	6.06
	Parking	=	<u>12.50</u>
			\$ 36.02

Copies	200 copies @ .25	=	\$ 50.00
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Postage		=	\$ 3.50
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Phone		=	\$ 8.00
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Paralegal	3 hours @ \$45.00/ph	=	\$ 135.00
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TOTAL FEES AND EXPENSES **\$ 1743.72**

OUT OF COURT HOURLY WORKSHEET

Page 1 Of 1

Date	Brief Description of Services	16a Interviews and Conferences	16b Obtaining & Reviewing Records	16c Legal Research & Brief Writing	16d Travel Time	16e Investigative & Other Work
10/30/07	TC w/Panel Admin	.2				
10/30/07	Prepare and e-file App.					.8
10/31/07	Check PACER for pleadings to date		.5			
11/01/07	TC w/AUSA	.2				
11/01/07	Travel time to court				.3	
11/19/07	Travel time to US Attny. Office to review discovery				.3	
11/19/07	Review Gov. Discovery		2.0			
11/22/07	Travel time to jail				.3	
11/22/07	Jail visit with client to review discovery	1.5				
11/26/07	Travel time to jail				.3	
11/26/07	Jail visit with client	1.5				
11/30/07	TC w/AUSA	.2				
12/12/07	TC w/client's family	.2				
12/12/07	Travel time to jail for conference				.3	
12/12/07	Jail visit with client	.5				
1/30/08	Travel time to court re: guilty plea				.3	
5/07/08	Review 1 st Draft of PSR		.5			
5/07/08	Letter to client re: PSR					.2
5/09/08	Travel time to jail				.3	
5/09/08	Review PSR with client	.8				
5/15/08	Letter to PO re: objections to PSR.					.8
6/02/08	Review final draft of PSR		.5			
6/02/08	Prepare Sent. Memo			.7		
6/06/08	Travel time to courthouse for sentencing				.3	
	Page Total	5.1	3.5	.7	2.4	1.8
	Grand Total	5.1	3.5	.7	2.4	1.8

OTHER EXPENSE WORKSHEET

Page of 1 Of 1

Box 17 - 18 of the CJA 20 voucher

Date	Brief Explanation	17. TRAVEL EXPENSES				18. OTHER EXPENSES					
		Mileage	Parking	Meals	Lodging	Copies	Postage	Phone	Fax	Other	Paralegal
10/30/07	copies - 157 @ .25					39.25	2.29				
10/31/07	copies - 15 @ .25					3.75	.58				
11/01/07	Travel from office to courthouse 6 mi. @ .485	2.91	1.00								
11/19/07	Travel from office to US Attny Office 6 mi. @ .485	2.91	3.50								
11/22/08	Travel from office to jail 6 mi. @ .485	2.91	2.00								
11/26/07	Travel from office to jail 6 mi. @ .485	2.91	2.00								
12/12/07	Travel from office to jail 6 mi. @ .485	2.91	1.00								
1/30/08	Travel from office to courthouse 6 mi @ .485	2.91	1.00								
5/07/08	copies - 19 @ .25					4.75	.63				
5/09/08	Travel from office to jail 6 mi @ .505	3.03	1.00								
5/30/08	Research case law 3 hrs @ 45 p/h										135.00
6/02/08	copies - 3 @ .25					.75					
6/06/08	Travel from office to courthouse 6 mi @ .505	3.03	1.00								
6/07/08	copies - 6					1.50					
	Phone charges Nov. 07 - June 08							8.00			
TOTAL		23.52	12.50			50.00	3.50	8.00			135.00

2006 -May 19, 2007) From May 20, 2007) From Jan. 1, 2008) From March 11, 2009

DATES OF SERVICE: From _____) From 10/30/07) From 1/1/08) From _____
))))
 To _____) To 12/31/07) To 6/6/08) To _____

OUT-OF-COURT HOURS:

a.	Interviews/Conf.	_____ hours	<u>4.3</u> hours	<u>.8</u> hours	_____ hours
b.	Obtain/Review Records	_____ hours	<u>2.5</u> hours	<u>1.0</u> hours	_____ hours
c.	Leg. Research/Brief Wr.	_____ hours	_____ hours	<u>.7</u> hours	_____ hours
d.	Travel Time	_____ hours	<u>1.5</u> hours	<u>.9</u> hours	_____ hours
e.	Invest/Other Work	_____ hours	<u>.8</u> hours	<u>1.0</u> hours	_____ hours
		Total Hrs	Total Hrs	Total Hrs	Total Hrs
		@ \$92	<u>9.1</u> @ \$94	<u>4.4</u> @100	_____ @ 110
	Total \$	_____	Total \$ <u>855.40</u>	Total \$ <u>440.00</u>	Total \$ _____

TOTAL\$ \$1,295.40
OUT-OF-COURT

TRAVEL EXPENSE

Mileage

From:	9/01/05	_____ Miles @ .48.5	=	\$ _____	<u>Parking</u>	\$ <u>12.50</u>
	1/01/06	_____ Miles @ .44.5	=	\$ _____	<u>Meals</u>	\$ _____
	2/1/07	<u>36</u> Miles @ .48.5	=	\$ _____	<u>Lodging</u>	\$ _____
	3/19/08	<u>12</u> Miles @ .50.5	=	\$ <u>17.46</u>		
	8/01/08	_____ Miles @ .58.5	=	\$ <u>6.06</u>		
	02/01/09	_____ Miles @ .55	=	\$ _____		
	Total	\$ <u>23.52</u>	Total	\$ <u>36.02</u>		
	Mileage				(Parking+Meals+Lodging)	

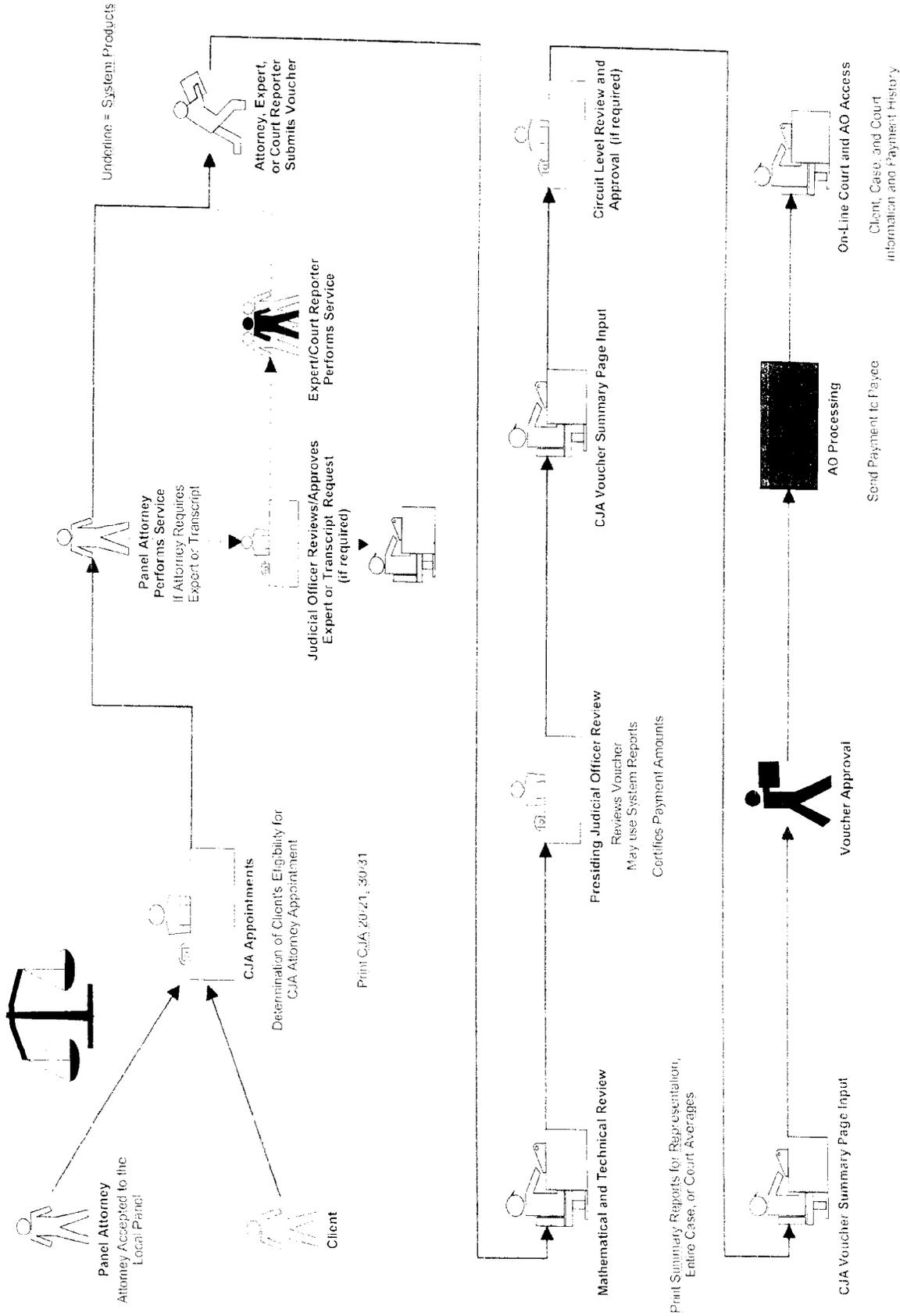
TOTAL\$ 36.02
TRAVEL EXPENSES
(Mileage+Parking+Meals+Lodging)

OTHER EXPENSES

Copy	<u>200</u> Copies @ .25 per page	=	\$ <u>50.00</u>
Postage			\$ <u>3.50</u>
Phone			\$ <u>8.00</u>
Fax			\$ _____
Other			\$ _____
Paralegal	<u>3</u> Hrs. @ \$ <u>45</u> Per Hr.		\$ <u>135.00</u>
Total \$			<u>196.50</u>

TOTAL \$ 196.50
OTHER EXPENSES

TOTAL VOUCHER \$ 1,743.72



1. CIR./DIST./ DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NUMBER
7. IN CASE/MATTER OF <i>(Case Name)</i>	8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other	10. REPRESENTATION TYPE <i>(See Instructions)</i>
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offenses charged, according to severity of offense.</i>			

REQUEST AND AUTHORIZATION FOR EXPERT SERVICES

12. ATTORNEY'S STATEMENT

As the attorney for the person represented, who is named above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:

Authorization to obtain the service. Estimated Compensation and Expenses: \$ _____ OR

Approval of services already obtained to be paid for by the United States pursuant to the Criminal Justice Act. *(Note: Prior authorization should be obtained for services in excess of \$500, excluding expenses)*

Signature of Attorney _____ Date _____

Panel Attorney Retained Attorney Pro-Se Legal Organization
 ATTORNEY'S NAME *(First Name, M.I., Last Name, including any suffix)*, AND MAILING ADDRESS

Telephone Number: _____

13. DESCRIPTION OF AND JUSTIFICATION FOR SERVICES <i>(See Instructions)</i>	14. TYPE OF SERVICE PROVIDER 01 <input type="checkbox"/> Investigator 02 <input type="checkbox"/> Interpreter/Translator 03 <input type="checkbox"/> Psychologist 04 <input type="checkbox"/> Psychiatrist 05 <input type="checkbox"/> Polygraph 06 <input type="checkbox"/> Documents Examiner 07 <input type="checkbox"/> Fingerprint Analyst 08 <input type="checkbox"/> Accountant 09 <input type="checkbox"/> CALR (Westlaw/Lexis, etc.) 10 <input type="checkbox"/> Chemist/Toxicologist 11 <input type="checkbox"/> Ballistics 12 <input type="checkbox"/> Weapons/Firearms/Explosive Expert 13 <input type="checkbox"/> Pathologist/Medical Examiner 15 <input type="checkbox"/> Other Medical 16 <input type="checkbox"/> Voice/Audio Analyst 17 <input type="checkbox"/> Hair/Fiber Expert 18 <input type="checkbox"/> Computer (Hardware/Software/Systems) 19 <input type="checkbox"/> Paralegal Services 20 <input type="checkbox"/> Legal Analyst/Consultant 21 <input type="checkbox"/> Jury Consultant 22 <input type="checkbox"/> Mitigation Specialist 23 <input type="checkbox"/> Duplication Services 24 <input type="checkbox"/> Other <i>(Specify)</i>
15. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction, the authorization requested in Item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court _____ Date of Order _____ Nunc Pro Tunc Date _____ Repayment or partial repayment ordered from the person represented for this service at time of authorization. <input type="checkbox"/> YES <input type="checkbox"/> NO	

CLAIM FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES <i>(Attach itemization of services with dates)</i>	AMOUNT CLAIMED	MATH/TECHNICAL ADJUSTED AMOUNT	ADDITIONAL REVIEW
a. Compensation			
b. Travel Expenses <i>(lodging, parking, meals, mileage, etc.)</i>			
c. Other Expenses			
GRAND TOTALS (CLAIMED AND ADJUSTED):			

17. PAYEE'S NAME AND MAILING ADDRESS _____

TIN: _____

Telephone Number: _____

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE FROM _____ TO _____

CLAIM STATUS Final Payment Interim Payment Number _____ Supplemental Payment

I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment *(compensation or anything of value)* from any other source for these services.

Signature of Claimant/Payee _____ Date _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.

Signature of Attorney _____ Date _____

APPROVED FOR PAYMENT — COURT USE ONLY

19. TOTAL COMPENSATION	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMOUNT APPROVED/CERTIFIED
23 <input type="checkbox"/> Either the cost <i>(excluding expenses)</i> of these services does not exceed \$500, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost <i>(excluding expenses)</i> exceeds \$500.			
Signature of Presiding Judge _____		Date _____	Judge Code _____
24. TOTAL COMPENSATION	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT APPROVED
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD UNDER 18 U.S.C. § 3006A(e)(3)			
Signature of Chief Judge, Court of Appeals (or Delegate) _____		Date _____	Judge Code _____

INSTRUCTIONS FOR CJA FORM 21

INSTRUCTIONS FOR CJA 21 AUTHORIZATION AND VOUCHER FOR EXPERT AND OTHER SERVICES

Read these instructions carefully before completing the form. Accuracy and thoroughness will aid in the prompt payment of the claim. Use a typewriter if possible to complete the form; otherwise, write legibly with a ball point pen (preferably black or dark blue ink). If the form is system generated, Items 1 through 10 and 14 will be preprinted on the form. Attach an itemized statement of the services provided and expenses incurred. Give the date and the number of hours claimed for each service provided. Provide the dates for, and a description of expenses incurred. For additional guidance, see the *Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines)*, Volume VII, *Guide to Judiciary Policies and Procedures*, which is available for reference in the Clerk's Office.

All payments made pursuant to this claim are subject to post-audit. any overpayments are subject to collection, including deduction of amounts due from future vouchers.

Refer to 18 U.S.C. § 3006A(e)(1) and the CJA Guidelines on making Ex Parte applications for services other than counsel.

NOTE: Prior authorization from the presiding judicial officer should be obtained for all investigative, expert, or other services where the cost (excluding reimbursement for reasonable expenses) will exceed \$500. Failure to obtain prior authorization will result in the disallowance of any amount claimed for compensation in excess of \$500, unless the presiding judicial officer, finds that, in the interest of justice, timely procurement of necessary services could not await prior authorization.

Compensation may not exceed \$1,600, excluding reasonable expenses, unless the excess amount is certified by the presiding judicial officer as necessary to provide fair compensation for services of an unusual character or duration, and the amount exceeding the statutory limit is approved by the chief judge of the court of appeals (or active appeals court judge to whom the chief judge has delegated excess compensation authority).

If prior authorization is obtained for investigative, expert or other services and later it is determined that the cost of the service will exceed the initial estimate by a significant amount, you should seek, from the presiding judicial officer, further prior authorization for the additional amount.

- Item 1.** **CIR./DIST./DIV. CODE:** This four-character location code is the circuit or district and divisional office codes of the court where the proceedings for the person represented are held.
- Item 2.** **PERSON REPRESENTED:** Give the full name of the person whom you were appointed to represent.
- Items 3-6.** **DOCKET NUMBERS:** Provide the case number or miscellaneous number assigned by the court. Enter the number using the last two digits of the calendar year (YY), the sequential number assigned by the court (NNNNNN), and the defendant number (DDD), as shown on the indictment or charging document. Thus, the format of the docket number is YY-NNNNNN-DDD. **Note:** If two or more cases are heard or tried together for the person represented, complete a separate voucher for each case in which services are provided (i.e., docket number listed). Prorate the total time among the cases. On the supporting documentation, cross reference all related claims for which costs are prorated.
- Item 7.** **IN CASE/MATTER OF (CASE NAME):** In criminal cases, enter *U.S. vs. Defendant's Name*. If it is a multiple defendant case, give the case cite as provided on the indictment or information (e.g., *U. S. vs. Lead Defendant's Name, et al*). If the person represented is not a defendant (e.g., material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a criminal or civil case (i.e., miscellaneous matters), enter "*In the matter of*" followed by the "*Name of the Person Represented.*"
- Item 8.** **PAYMENT CATEGORY:** Check the appropriate box that identifies the offense class for the representation in which the expert or other services are requested. If "Other" payment category is checked, specify the category within the scope of the CJA.
- Item 9.** **TYPE PERSON REPRESENTED:** Check the box that defines the legal status of the person represented.
- Item 10.** **REPRESENTATION TYPE:** From the list below, select the code that describes the type of representation:

CC A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the U.S. Code, or an assimilated crime under a state code.

NT A new trial either directed from the court of appeals on remand or as a result of a mistrial

MA Motion attacking a sentence (28 U.S.C. § 2255)

MC Motion to correct or reduce sentence (Fed. R. Crim. P. 35)

HC Habeas Corpus, non-capital (28 U.S.C. § 2254)
BP Bail Presentment
WI Material Witness (in custody)
WW Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)
PR Probation Revocation
PA Parole Revocation
SR Supervised Release Hearing
EW Extraordinary Writs (Prohibition, Mandamus)
CH Mental Competency Hearings (See Chapter 313 of Title 18 U.S.Code)
PT Pretrial Diversion
EX Extradition Cases (Foreign)
OT Other types (e.g., line ups, consultations, prisoner transfer, etc.)
TD Appeal of a trial disposition
CA Other Types of Appeals
AP Appeal From a Magistrate Case to District Court

FOR DEATH PENALTY CASES, USE THE CJA FORM 31 AND THE APPLICABLE TYPE OF REPRESENTATION CODE.

Item 11. OFFENSE(S) CHARGED: Cite the U. S. Code, title and section, or other code citation of the offense or offenses (list up to five) with which the person represented is charged. If other than a federal code is cited, state the maximum period of confinement authorized for the offense. If a civil matter, such as a habeas corpus representation or a motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively. For direct appeals from a trial disposition, cite the major offense (U.S. Code, title and section) at case disposition.

Item 12. ATTORNEY'S STATEMENT, NAME AND MAILING ADDRESS: Check the appropriate box to indicate whether the request is for authorization to obtain services, or approval of services already provided. (Note that prior authorization is required for compensation of all services in excess of \$500.) Indicate the estimated cost of the services requested. Note the basis for compensation (e.g., hourly rates, daily rates, fixed fee, etc.). This statement must be signed and dated by counsel for the person represented (or by the person proceeding *pro se*). Check the appropriate box to designate attorney status as a panel attorney, retained attorney, attorney for a legal organization (bar association, legal aid agency, or community defender organization not receiving a periodic sustaining grant under the CJA), or as a person who qualifies for representation under the CJA but has chosen to proceed *pro se*.

Give the complete legal name of the attorney appointed to represent the person whose name is shown in Item 2. Provide the mailing address and telephone number of the attorney.

Item 13. DESCRIPTION OF AND JUSTIFICATION FOR SERVICES: Briefly, describe the nature of the services requested and the reason services are necessary to provide adequate representation.

Procedures for Requesting Psychiatric and Psychological Services.

If this is a request for an examination by a psychiatrist or psychologist, state specifically the purpose of the examination. If the examination is ordered pursuant to a statute, cite the statute (U.S. Code, title and section).

The payment procedures for psychiatric and psychological examinations are outlined below. For further information, refer to paragraph 3.11 of the *CJA Guidelines*.

1. If this is a court-ordered examination to determine, exclusively, the mental condition as set forth in 18 U.S.C. §§ 4241-4246, DO NOT USE THIS FORM, regardless of who requested the examination. Examinations conducted pursuant to these statutes are considered "non-defense" purpose examinations. The costs are paid by the Department of Justice, and claims for these examinations should be submitted to the U.S. Attorney.

2. If this is an examination exclusively for a "defense" purpose (where the person represented selects the expert and controls disclosure of the report), USE THIS FORM. The court order executed in Item 15 is sufficient for this purpose.

3. If this is a dual purpose examination for a "non-defense" and a "defense" purpose, USE THIS FORM. For the convenience of the expert, the Administrative Office will pay the expert the total amount approved and obtain reimbursement from the Department of Justice for one-half of the total amount approved. In order for the Administrative Office to obtain this reimbursement, a separate court order authorizing the examination must be attached to the voucher when it is submitted for payment. This order should indicate (1) who requested the examination, (2) the specific purpose(s) of the examination, (3) to whom the report of the examination is directed, and (4) to whom copies of the report are to be given. This separate order is in addition to the court order at Item

15, which also must be signed and dated by the presiding judicial officer.

4. If this is a dual purpose examination for two "non-defense" purposes (e.g., evaluation of competency to stand trial under 18 U.S.C. § 4241 and evaluation of sanity at the time of the offense under 18 U.S.C. § 4242), DO NOT USE THIS FORM. Submit the entire claim to the U. S. Attorney for payment.

Item 14. TYPE OF SERVICE PROVIDER: Check the box which identifies the type of service provider requested. If you check the box "Other," be sure to specify the type of service or service provider. If computer assisted legal research (CALR) is checked, refer to paragraph 3.15 of the *CJA Guidelines* for an explanation of the criteria and procedures for approval of CALR as a necessary service under the CJA.

Item 15. COURT ORDER: This court order must be signed and dated by the presiding judicial officer. An additional court order is not necessary except for certain psychiatric and psychological examinations as explained in the instructions for Item 13, or to authorize payment for services exceeding \$500 when prior authorization was not obtained (see Item 23). Indicate whether full or partial repayment of the cost for these services was ordered by the court from the person represented by checking "Yes" or "No."

Item 16. CLAIM FOR SERVICES AND EXPENSES:

COMPENSATION (16a): Enter the total amount claimed for professional services rendered. On an attachment to the voucher, describe in detail the services provided, including dates of service and the amount of time spent (in hours and tenths of hours). State the basis for the fee claimed (e.g., hourly rate, daily rate, fixed fee).

TRAVEL EXPENSES (16b): Travel related expenses that are incidental to the representation (e.g., transportation, lodging, meals, car rental, parking, bridge, road and tunnel tolls, etc.) must be itemized on a separate sheet, indicating dates the expense was incurred. Attach supporting documentation (receipts, canceled checks, etc.) for all travel expenses. Travel expenses by privately owned automobile, motorcycle, or aircraft should be claimed at the rate in effect for federal employees at the time of travel. For overnight travel, reasonable expenses for lodging and meals will be reimbursed on an actual expense basis; per diem is not allowed. Service providers are limited to the travel and subsistence expenses of federal employees. The clerk of court can advise you of applicable rates and federal government travel regulations.

OTHER EXPENSES (Item 16c): Itemize all reimbursable out-of-pocket expenses incidental to the services provided. Provide dates and a brief description of the expense. Submit supporting documentation (receipts, canceled checks, paid invoice, etc.) for single item expenses of \$50 or more. Do not include general office overhead (e.g., rent, telephone services, secretarial services) as reimbursable expenses.

The columns provided "FOR COURT USE ONLY" will reflect any mathematical or technical adjustments to the claim during judicial approval or required additional review of the chief judge of the court of appeals (or delegate).

Item 17. PAYEE'S NAME AND MAILING ADDRESS, TAXPAYER IDENTIFICATION NUMBER (TIN), CLAIMANT'S CERTIFICATION AND CLAIM STATUS: Provide the complete name and address of the payee (claimant). The claimant must certify dates covered in the claim for payment by indicating the date range for services rendered. Check the box to indicate the status of the claim as: (1) final payment for the services, (2) an interim payment, or (3) a supplemental payment (an additional claim submitted after a the final payment). If this is an interim payment, indicate the interim payment number. The claimant or payee must sign and date the payment certification statement prior to submitting the claim to the attorney for certification that services were rendered and received. Provide the Taxpayer Identification Number (TIN) to report these earnings to the IRS.

Item 18. CERTIFICATION OF ATTORNEY: This section must be completed by the attorney appointed to provide representation, a retained attorney whose client is unable to afford the cost of service requested, or by a person proceeding *pro se* under the CJA.

Items 19-22. APPROVED FOR PAYMENT: The court will review, for reasonableness and compliance with the *CJA Guidelines*, every claim for compensation of services rendered and any claim for reimbursement of expenses incurred. The presiding judicial officer will indicate the amount approved for payment in each of the payment categories (Items 19-21). These amounts will reflect any mathematical or technical adjustments made to the claim.

The "TOTAL AMOUNT APPROVED/CERTIFIED" (Item 22) is the amount approved for payment of the claim, less any amounts to be withheld in accordance with an interim payment order. Upon preliminary approval of a claim for more than the \$1,600 statutory threshold, not including expenses, the presiding judicial officer will (1) signify approval by circling the word "cert" (for word certified) and indicate the amount approved in Item 22, and (2) forward the claim to the chief judge of the court of appeals (or delegate) for additional review and approval of the excess amount.

Item 23. SIGNATURE OF THE PRESIDING JUDICIAL OFFICER: The presiding judicial officer must check the appropriate box to indicate (1) either the cost, excluding expenses, does not exceed \$500, or prior authorization was obtained,

or (2) approval of cost, excluding expenses, exceeding \$500 when prior authorization was not obtained but in the interest of justice the court finds that timely procurement of these services could not await prior authorization. The presiding judicial officer must sign and date Item 23, indicating approval/certification of the amount indicated in Item 22. The court will provide the judge code.

If the amount approved for compensation, excluding expenses, is less than or equal to the \$1,600 statutory limitation, the claim will be forwarded for payment processing.

Items 24-27. **APPROVED FOR PAYMENT:** If the chief judge (or delegate) approves the excess compensation, the judge will indicate the amounts approved in each of the payment categories, Items 24-26, and the total amount approved for payment in Item 27.

Item 28. **SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE):** Before a claim is paid for the excess amount certified, the chief judge of the appeals court (or delegate) must sign and date Item 28, approving payment for compensation that exceeds the statutory threshold. If approval is not granted, compensation will be limited to the statutory maximum for the representation and expenses approved. The **JUDGE CODE** will be provided by court staff.

FEDERAL PUBLIC DEFENDER'S OFFICE

NORTHERN AND SOUTHERN DISTRICTS OF IOWA

400 Locust Street, Suite 340

Des Moines, Iowa 50309

(515) 309-9610

INTERPRETER'S WORKSHEET

*Attach to CJA 21

DEFENDANT'S NAME	CASE NUMBER	LOCATION OF SERVICE

Name of Attorney: _____

Interpreter's Information

Name: _____

Company Name: _____

Address: _____

Phone Number: Home _____ Cell _____

Language: _____

Tax ID Number: _____

Start Time (to include travel time):

Depart from Office/Home	Date & Time	Arrival at Destination	Date & Time

Departure Time (to include travel time):

Depart Facility	Date & Time	Arrive back at Office/Home	Date & Time

Assignment Information:

Full day

Half day

Hourly Rate (O/T after 8 hrs including travel time)
Certified \$54 per hr/Lang Skilled \$32 per hr

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA
CENTRAL DIVISION

UNITED STATES OF AMERICA,

Plaintiff,

v.

Defendant.

CRIMINAL NO.

FILE UNDER SEAL – EX PARTE

DEFENDANT'S REQUEST FOR
ADVANCE AUTHORIZATION TO
OBTAIN EXPERT SERVICES

Defendant, through counsel, requests advance authorization pursuant to 18 U.S.C. § 3006A(e)(1)(A) to obtain expert services in an amount that exceeds \$500. In support of this request, Defendant states as follows:

1. Defendant requests permission to retain the services of [name and address of investigator, expert, or other service provider], who will provide [e.g., investigative, accounting, chemical analysis, psychiatric] services in this case.
2. [Explain what it is about this case that makes these services necessary or helpful. Give a specific description of what you expect the expert, investigator, or other service provider to do to help you prepare your case, stating how much time you expect the service provider to spend completing each assigned task. Also, describe in detail what you hope to accomplish by retaining these services, giving a precise description of the nature of the evidence and/or testimony you hope to develop as a result of the requested expenditure.]
3. [State why you cannot perform these services without retaining an expert, investigator, or other service provider (bearing in mind that experts should not be retained to perform the duties of an attorney or paralegal, such as reviewing discovery, organizing documents, reviewing transcripts, or acting as a liaison with the client).]
4. [Provide the hourly rate (or other basis the expert uses to determine the fee), in addition to the estimated amount of time involved and estimated total expense for this expert. Describe your efforts to obtain the services of the expert, investigator, or other service provider at a lower cost. Also, if the expert, investigator, or other service provider is not from the community where court will be held, describe your efforts to obtain the services locally.]

5. In this case, \$[amount A] has already been spent on experts, investigators and other service providers. The estimated additional cost for the requested services is \$[amount B]. Together, then, the total already spent on experts, investigators, and other service providers, along with the estimated amount in this request is \$[amount A + amount B].

Defendant respectfully requests that the court approve this request for advance authorization to obtain expert services.

TO: United States District Judge/Magistrate Judge

DATE: _____

NAME AND ADDRESS OF REQUESTING ATTORNEY:

SUBJECT: **Advance Authorization for Expert, Investigative, or Other Services
(non-capital case)**

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of the Criminal Justice Act, 18 U.S.C. § 3006A(e)(1)(A) (i.e., \$500), as follows:

Name of case and file number: _____

Name and address of expert, investigator, or other service provider: _____

Type of service (e.g., investigative, accounting, chemical analysis, psychiatric):

Explain what it is about this case that makes these services necessary or helpful: _____

Give a specific description of what you expect the expert, investigator, or other service provider to do to help you prepare your case, stating how much time you expect the service provider to spend completing each assigned task: _____

Describe in specific detail what you hope to accomplish by retaining these services, giving a precise description of the nature of the evidence and/or testimony you hope to develop as a result of the requested expenditure: _____

State why the attorney cannot perform these services without retaining an expert, investigator, or other service provider:¹ _____

Describe your efforts to obtain the services of the expert, investigator, or other service provider at a lower cost: _____

If the expert, investigator, or other service provider is not from the community where court will be held, describe your efforts to obtain these services locally: _____

How much has already been expended on experts, investigators, and other service providers in this case:

\$ _____

Estimated additional cost for the requested services:

\$ _____

Estimated **total amount** of both the amounts already expended on experts, investigators, and other service providers in this case, and the additional cost for the requested services:

\$ _____

¹It is not sufficient to cite time constraints. Also, investigators and other experts should not be retained to perform the duties of an attorney or paralegal. For example, no one should be retained to review discovery, organize documents, review transcripts, or act as a liaison with the client.

I certify that estimated compensation in excess of the maximum set forth in 18 U.S.C. § 3006A(e)(1)(A) appears necessary to provide fair compensation for services of an unusual character or duration in this case, and therefore recommend approval of this advance authorization for all investigators, experts, and other service providers in the **total amount** of:

\$ _____.

United States District Judge
(or Magistrate Judge)

Date

INSTRUCTIONS FOR CJA FORM 24

INSTRUCTIONS AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT CJA FORM 24

Read these instructions carefully before completing the form. Accuracy and thoroughness will aid in prompt payment of the claim. If possible, use a typewriter to complete the form; otherwise, write legibly with a ballpoint pen (preferably black or dark blue ink). If the form is system generated, Items 1 through 11 will be preprinted on the form. If additional space is needed to complete an item, attach a continuation sheet to the form.

- Item 1.** **CIR./DIST./DIV. CODE:** This four-character court location code is the circuit or district, and divisional office codes of the court where authorization is given to procure the transcript.
- Item 2.** **PERSON REPRESENTED:** Give the full name of the person whom representation is being provided (i.e., the person whom transcript services are requested). Only one name should be entered in Item 2 "Person Represented."
- Items 3-6.** **DOCKET NUMBERS:** Provide the case file number or the miscellaneous number of the case for which representation is provided. Enter the number using the last two digits of the calendar year (YY), the sequential number assigned by the court (NNNNNN), and the defendant number (DDD) if applicable. Thus, the docket number format is YY-NNNNNN-DDD. Complete a separate voucher for each transcript requested. Prorate the total transcript cost among the cases when costs are shared or apportioned. Cross reference all related claims for which costs are prorated or apportioned.
- Item 7.** **IN CASE/MATTER OF (CASE NAME):** In criminal cases, enter *U.S. vs Defendant's Name*. If it is a multiple defendant case, give the case cite as provided on the information or indictment (e.g., *U.S. vs. Lead Defendant's Name, et al.*) If the person represented is not a defendant (e.g. material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a criminal or civil case (i.e., miscellaneous matters), enter "*In the Matter of*" followed by *the Name of the Person Represented*.
- Item 8.** **PAYMENT CATEGORY:** Check the appropriate box that defines the statutory threshold for this representation type. If "Other" payment category is checked, specify the category within the scope of the Criminal Justice Act (CJA). See paragraph 2.22 B(2), of the *Guidelines for the Administration of the CJA and Related Statutes (CJA Guidelines)*, Volume VII, *Guide to Judiciary Policies and Procedures*.
- Item 9.** **TYPE PERSON REPRESENTED:** Check the box that categorizes the legal status of the person represented.
- Item 10.** **REPRESENTATION TYPE:** From the list below, select the code that describes the type of representation:
- CC A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the U.S. Code, or an assimilated crime under a state code.
 - NT A new trial either directed from the court of appeals on remand or as a result of a mistrial
 - MA Motion attacking a sentence (28 U.S.C. § 2255)
 - MC Motion to correct or reduce sentence (Fed. R. Crim. P. 35)
 - HC Habeas Corpus, non-capital (28 U.S.C. § 2254)
 - BP Bail Presentment
 - WI Material Witness
 - WW Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)
 - PR Probation Revocation
 - PA Parole Revocation
 - SR Supervised Release Hearing
 - EW Extraordinary Writs (Prohibition, Mandamus)
 - CH Mental Competency Hearings (see Chapter 313 of Title 18 U.S. Code)
 - PT Pretrial Diversion
 - EX Extradition Cases (Foreign)
 - OT Other Types (e.g., line ups, consultations, prisoner transfer, etc.)
 - TD Appeal of Trial Disposition

CA Other Types of Appeals
AP Appeal From Magistrate's Decision

- Item 11.** **OFFENSE(S) CHARGED:** Cite the U.S. Code, title and section, of the offense or offenses for which the person represented is charged. If a death penalty case, cite the charge for which the death penalty is being sought. If a civil matter, such as a capital habeas representation or motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively.
- Item 12.** **PROCEEDINGS IN WHICH TRANSCRIPT IS TO BE USED:** Describe briefly the nature of the proceeding or other purpose for which the transcript is required (e.g., motion hearing, trial preparation, trial, appeal).
- Item 13.** **PROCEEDINGS TO BE TRANSCRIBED:** Describe specifically the type of proceedings to be transcribed (e.g., preliminary hearing, arraignment, plea, sentencing, trial, motions, parole or probation proceedings, state court proceedings, deposition). For restrictions on trial transcripts, see Item 14.
- Item 14.** **SPECIAL AUTHORIZATIONS (services other than ordinary transcript):** The following services are permitted only if the judicial officer gives special authorization (initialed by the judicial officer where required on the form):
- A. Apportionment of Transcript Cost.** The Judicial Conference has stated that the total cost of accelerated transcript services should not be routinely apportioned among parties.
- B. Types of Transcripts:**
- note: All but ordinary transcript services, to be delivered within 30 days after receipt of an order, require special prior judicial authorization.**
- (1) **Expedited** -- to be delivered within 7 calendar days after receipt of an order.
- (2) **Daily** -- to be delivered following adjournment and prior to the normal opening hour of the court on the following morning, whether or not it is an actual court day.
- (3) **Hourly** -- ordered under unusual circumstances to be delivered within 2 hours.
- (4) **Realtime Unedited Transcript** -- to be delivered electronically during the proceedings or immediately following adjournment.
- C. Trial Transcripts** -- In the absence of special prior authorization, trial transcripts shall exclude the prosecution opening statement, the defense opening statement, the prosecution argument, the defense argument, the prosecution rebuttal, the voir dire and jury instructions.
- D. Multi-defendant Cases** -- According to Judicial Conference policy, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants in multi-defendant cases. Arrangements should be made for duplication of enough transcript copies, at commercially competitive rates, for each CJA defendant for whom a transcript has been approved. The cost will be paid from CJA funds. This policy does not preclude the court reporter from providing copies at the commercially competitive rate. In addition, the court may grant an exception to this policy based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. See paragraph 3.12C of the *CJA Guidelines*.
- Item 15.** **ATTORNEY'S STATEMENT:** The court-appointed counsel or the person proceeding *pro se* under the CJA must sign and date the affirmation statement, and print or type the signatory's name. Check the appropriate box to designate your status as a CJA panel attorney, a retained attorney whose client is unable to afford the cost of the transcript service, a person who qualifies for representation under the CJA but who has chosen to proceed *pro se*, or an attorney from a legal organization (bar association, legal aid agency, or community defender organization not receiving a periodic sustaining grant under the CJA).
- Item 16.** **COURT ORDER:** This order must be signed and dated by the presiding judicial officer, indicating eligibility under the CJA. An additional court order is not necessary to authorize procurement and payment for this service.

- Item 17.** **COURT REPORTER/TRANSCRIBER STATUS:** Check the appropriate box that indicates the reporter's status. Generally, this information will be provided by the court, the reporter, or the clerk.
- Item 18.** **PAYEE'S NAME, MAILING ADDRESS AND TELEPHONE NUMBER:** Print or type the full name and mailing address of the payee. Provide the payee's telephone number, including the area code.
- Item 19.** **SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE:** Provide your Social Security Number (SSN) or your Employer Identification Number (EIN) that you use to report earnings to the Internal Revenue Service (IRS).
- Item 20.** **TRANSCRIPT COSTS:** Cost per page for transcripts prepared by official court reporters, contract court reporters, and transcribers of taped proceedings may not exceed the rates in effect at the time the authorization. Generally, persons proceeding under the CJA may receive only the original or a copy of the transcript. Two lines for transcript costs have been provided on the form to reflect that the page rate will vary depending upon whether the party received the original or a copy, and that certain portions may be provided at a higher rate for accelerated service. (If more lines are needed to reflect these factors, attach an additional sheet and record the information in the same format as on the form.) A page of transcript shall consist of 25 lines typed on 8 -1/2 x 11 inch paper, prepared for binding on the left side, with 1-3/4 inch margin on the left side and a 3/8 inch margin on the right side. Typing shall be 10 letters per inch. Provide the page numbers for each segment of the transcript.
- Note:** Claim reimbursement for only the following expenses: (1) Travel and subsistence of assistants who aid in preparation of daily or hourly transcript, if authorized in advance by the presiding judicial officer; and (2) Extraordinary delivery costs, such as courier services or express mail (regular postage is not reimbursable). Specify and attach receipts or other supporting documentation for expenses.
- Item 21.** **CLAIMANT'S CERTIFICATION:** Generally, the person providing the transcript services will sign this certification. However, if the transcript has been paid for, the attorney can request reimbursement for the cost on this form by signing the claimant's certification. In that event, the attorney also must be listed as the payee in Item 18, and the information required in Items 18 and 19 (SSN, payee's mailing address and telephone number) should relate to the attorney. If the 1099 should be sent to the attorney's Law Firm, indicate the TIN of the Law Firm or corporation and the Law Firm or corporate name in Item 19.
- Items 22.** **CERTIFICATION OF ATTORNEY OR CLERK.** The attorney's signature in Item 22 verifies that the transcript was received. Clerks of court may verify receipt on behalf of persons proceeding *pro se*, and on behalf of all CJA parties in districts if the practice is authorized by local rule of the court.
- Item 23.** **APPROVED FOR PAYMENT:** After reviewing for reasonableness and compliance with the *CJA Guidelines*, the presiding judicial officer must sign and date the voucher
- Item 24.** **AMOUNT APPROVED.** The amount approved for payment.

1. CIR./DIST./ DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NUMBER
7. IN CASE/MATTER OF (<i>Case Name</i>)	8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other	10. REPRESENTATION TYPE <i>(See Instructions)</i>
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offenses charged, according to severity of offense.</i>			
12. ATTORNEY'S NAME (<i>First Name, M.I., Last Name, including any suffix</i>), AND MAILING ADDRESS Telephone Number : _____		13. COURT ORDER <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs For Federal Defender <input type="checkbox"/> R Subs For Retained Attorney <input type="checkbox"/> P Subs For Panel Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Dates: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case, OR <input type="checkbox"/> Other (<i>See Instructions</i>) _____ Signature of Presiding Judge or By Order of the Court _____ Date of Order Nunc Pro Tunc Date Repayment or partial repayment ordered from the person represented for this service at time appointment. <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. NAME AND MAILING ADDRESS OF LAW FIRM (<i>Only provide per instructions</i>)			

CLAIM FOR SERVICES AND EXPENSES	FOR COURT USE ONLY
---------------------------------	--------------------

CATEGORIES (<i>Attach itemization of services with dates</i>)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH/TECH. ADJUSTED HOURS	MATH/TECH. ADJUSTED AMOUNT	ADDITIONAL REVIEW
In Court	a. Arraignment and/or Plea				
	b. Bail and Detention Hearings				
	c. Motion Hearings				
	d. Trial				
	e. Sentencing Hearings				
	f. Revocation Hearings				
	g. Appeals Court				
	h. Other (<i>Specify on additional sheets</i>)				
(RATE PER HOUR = \$ _____) TOTALS:					
Out of Court	a. Interviews and Conferences				
	b. Obtaining and reviewing records				
	c. Legal research and brief writing				
	d. Travel time				
	e. Investigative and other work (<i>Specify on additional sheets</i>)				
(RATE PER HOUR = \$ _____) TOTALS:					
17. Travel Expenses (<i>lodging, parking, meals, mileage, etc.</i>)					
18. Other Expenses (<i>other than expert, transcripts, etc.</i>)					
GRAND TOTALS (CLAIMED AND ADJUSTED):					

19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE FROM: _____ TO: _____	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment Number _____ <input type="checkbox"/> Supplemental Payment Have you previously applied to the court for compensation and/or reimbursement for this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (<i>compensation or anything of value</i>) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give details on additional sheets. I swear or affirm the truth or correctness of the above statements. Signature of Attorney _____ Date _____		

APPROVED FOR PAYMENT — COURT USE ONLY

23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPROVED
34. SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) <i>Payment approved in excess of the statutory threshold amount.</i>			DATE	34a. JUDGE CODE

INSTRUCTIONS FOR CJA FORM 20

APPOINTMENT AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL

Read these instructions carefully before completing the form. Accuracy and thoroughness will aid in the prompt payment of the claim. If possible, use a typewriter to complete the form; otherwise, write legibly with a ball point pen (preferably black or dark blue ink). If the form is system generated, Items 1 through 12 and 14 will be preprinted on the form. Attach an itemized statement of the services provided and expenses incurred. Give the date and the number of hours claimed for each service provided. Provide dates for and a description of the expenses incurred. For additional guidance, see the *Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines)*, Volume VII, *Guide to Judiciary Policies and Procedures*, which is available for reference in the Clerk's office.

Appointed counsel may obtain investigative, expert, and other services necessary for adequate representation in accordance with the procedures set forth in subsection(e) of the Criminal Justice Act (CJA), 18 U.S.C. §3006A. Prior authorization from the presiding judicial officer is required for all such services where the cost, excluding expenses, will exceed \$500. Failure to obtain prior authorization will result in the disallowance of any amount claimed for compensation in excess of \$500, unless the presiding judicial officer, in the interest of justice, finds that timely procurement of necessary services could not await prior authorization. Payment for these services should be claimed directly by the service provider on a CJA Form 21, "Authorization and Voucher for Expert and Other Services."

Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown (paragraph 2.21A, CJA Guidelines). All payments made pursuant to this claim are subject to post-audit; contemporaneous time and attendance records as well as expense records must be maintained for three years after approval of the final voucher (paragraph 2.31, CJA Guidelines). Any overpayments are subject to collection, including deduction of amounts due from future vouchers

Item 1. CIR./DIST./DIV. CODE: This four-character location code is the circuit or district, and divisional office codes of the court where the proceedings for the person represented are held.

Item 2. PERSON REPRESENTED: Give the full name of the person whom you were appointed to represent.

Items 3-6. DOCKET NUMBERS: Provide the case file or miscellaneous number assigned by the court. Enter the number using the last two digits of the calendar year (YY), the sequential number assigned by the court (NNNNNN), and the defendant number (DDD) as shown on the indictment or charging document. Thus, the format of the docket number is YY-NNNNNN-DDD. **Note:** If two or more cases are heard or tried together for the person represented, complete a separate voucher for each case in which representation is provided (i.e., for each docket number listed). Prorate the total time among the cases. On supporting documentation, cross reference all related claims for which costs are prorated.

Item 7. IN CASE/MATTER OF (CASE NAME): In criminal cases, enter *U.S. vs. Defendant's Name*. If it is a multiple defendant case, give the case cite as provided on the indictment or information (e.g., *U. S. vs. Lead Defendant's Name, et al*). If the person represented is not a defendant (e.g., material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a civil or criminal case (i.e., miscellaneous matters), enter "*In the Matter of*" followed by the *Name of the Person Represented*.

Item 8. PAYMENT CATEGORY: Check the appropriate box that establishes the statutory threshold for representation in this case type. If "Other" payment category is checked, specify the category within the scope of the CJA. See paragraph 2.22 B(2) of the *CJA Guidelines*.

Item 9. TYPE PERSON REPRESENTED: Check the box that defines the legal status of the person represented.

Item 10. REPRESENTATION TYPE: From the list below, select the code that describes the type of representation:

CC A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the United States Code, or an assimilated crime under a state code including ancillary matters.

NT A new trial either directed from the court of appeals on remand or as a result of a mistrial

MA Motion attacking a sentence (28 U.S.C. § 2255)

MC Motion to correct or reduce sentence (Fed. R. Crim. P. 35)

HC Habeas corpus, non-capital (28 U.S.C. § 2254)

BP Bail Presentment

WI Material Witness (in custody)

WW Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)

PR Probation Revocation
PA Parole Revocation
SR Supervised Release Hearing
EW Extraordinary Writs (Prohibition, Mandamus)
CH Mental Competency Hearings (see Chapter 313 of Title 18 U.S. Code)
PT Pretrial Diversion
EX Extradition Cases (Foreign)
OT Other types (e.g., line ups, consultations, prisoner transfer, etc.)
TD Appeal of a Trial Disposition
CA Other Types of Appeals
AP Appeal From Magistrate's Decision
CF Civil Asset Forfeiture
AF Appeal of Civil Asset Forfeiture

FOR DEATH PENALTY CASES, USE THE CJA FORM 30 AND APPLICABLE TYPE OF REPRESENTATION CODES

Item 11. OFFENSE(S) CHARGED: Cite the U.S. Code, with title and section, or other code citation of the offense or offenses (list up to five) with which the person represented is charged. If other than a federal code is cited, state the statutory maximum period of confinement authorized for the offense. If a civil matter, such as a habeas corpus representation or a motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively. For direct appeals from a case disposition, cite the major offense (U.S. Code, title and section) for which the defendant was convicted.

Items 12/14 ATTORNEY'S NAME AND MAILING ADDRESS and NAME AND MAILING ADDRESS OF LAW FIRM:
Complete Item 12 with the legal name and address of the attorney appointed to represent the person whose name is shown in Item 2. If prior to your appointment for representation, you had a pre-existing agreement with a law firm or corporation, including a professional corporation, indicating that CJA earnings belong to the law firm or corporation, rather than to the court-appointed attorney/payee, provide the name and mailing address of that law firm or corporation in Item 14. This information will allow earnings to be reported to the Internal Revenue Service (IRS) on a 1099 Statement as earnings of the law firm or corporation and not as the earnings of the attorney appointed. (*Note: Information about a pre-existing agreement, including the Taxpayer Identification Number (TIN) of the law firm or corporation, should be provided to the court staff when the attorney is admitted to the panel or at initial appointment to a case.*)

Item 13. COURT ORDER: Check the box that describes the type of counsel appointed. If appointed as a substitute counsel, give the name of the previous counsel and the appointment date. If appointed as a "Standby Counsel," check "Other" and attach a court order establishing this type of appointment in accordance with paragraph 2.17 of the *CJA Guidelines*. Also check "Other" if counsel is appointed pursuant to 28 U.S.C. § 1875(d)(1) to protect a juror's employment rights, and attach the court order appointing counsel for this purpose. The remaining portion of this item will be completed by the clerk of court or other court-designated person. The presiding judicial officer or clerk of court must sign and date this court order to validate the appointment. If services were provided prior to court appointment, the presiding judicial officer may wish to ratify the previous service by indicating a "nunc pro tunc" date that covers the services prior to appointment. No other court order is necessary. Indicate whether the court orders full or partial repayment of the cost for representation from the person represented at the time of appointment by checking "Yes" or "No."

Item 15. IN-COURT SERVICES: Enter the total number of hours claimed (in hours and tenths of an hour) for each applicable in-court service category. To support the totals entered in each category, attach to the voucher an itemization of services, by date, and indicate the number of hours for each service. Enter the total in-court hours where required on the form, and multiply the total number of in-court hours claimed by the hourly rate in effect for the place of holding court in which the representation is provided or the attorney maintains his or her principal office. If the case is an appeal to the court of appeals, enter the higher of the rates per hour in effect for the place of holding court in which the attorney maintains his or her principal office or the place of holding court out of which the case arose. Enter the total amount claimed in the appropriate box on the form.

Item 16. OUT-OF-COURT SERVICES: Complete according to the instructions above for in-court time, using the applicable out-of-court hourly rate of compensation.

NOTE: The "FOR COURT USE ONLY" column will reflect any mathematical or technical adjustments to the claim during the judicial approval process or changes during a required additional review of the chief judge of the court of appeals (or delegate).

Item 17. TRAVEL EXPENSES: Travel related expenses that are incidental to the representation (e.g., transportation,

lodging, meals, car rental, parking, bridge, road and tunnel tolls, etc.) must be itemized on a separate sheet, indicating dates the expense was incurred. Attach supporting documentation (receipts, canceled checks, etc.) for all travel expenses. Travel expenses by privately owned automobile, motorcycle, or aircraft should be claimed at the rate in effect for federal employees at the time of travel. For overnight travel, reasonable expenses for lodging and meals will be reimbursed on an actual expense basis; per diem is not allowed. Counsel should be guided by prevailing limitations for travel and subsistence expenses of federal employees. The clerk of court can advise you of applicable rates and federal government travel regulations.

Item 18. OTHER EXPENSES: Itemize all reimbursable out-of-pocket expenses incidental to representation. Provide dates and a brief description of the expense. Enter the total claimed where required on the form. Submit supporting documentation (receipts, canceled checks, etc.) for single item expenses in excess of \$50. Reimbursable expenses may include, in some circumstances, payments to law students or law clerks for legal research and assistance and the cost of computer assisted legal research (CALR) when conducted by counsel. See paragraphs 2.27 B and 3.15 of the *CJA Guidelines* for an explanation. The following are not reimbursable expenses, and should not be claimed:

1. General office overhead, such as rent, telephone services, and secretarial services.
2. Expenses for items of a personal nature for the client (e.g., clothes, haircuts).
3. The cost of printing briefs. However, the cost of photocopying or similar copying service is reimbursable.
4. Fact witness fees, witness travel costs, and expenses for service of subpoenas. These expenses are not paid out of the CJA appropriation, but instead are paid by the Department of Justice pursuant to Fed. R. Crim. P. 17, and 28 U.S.C. § 1825. Contact the United States Marshal for payment procedures. See paragraph 3.13 of the *CJA Guidelines* for guidance on payment of witness fees generally.
5. Filing fees. These fees are waived for persons proceeding under the CJA.
6. The cost of allowable investigative, expert, or other services. (See Chapter III of the *CJA Guidelines*). Such services should be requested using a CJA Form 21.
7. Compensation taxes. Taxes paid on attorney compensation, whether based on income, sales or gross receipts are not reimbursable expenses.

Totals. Enter the Grand Totals where required by adding "in-court" and "out-of-court" totals, "travel" and "other expenses."

Item 19. CERTIFICATION OF ATTORNEY/PAYEE FOR PERIOD OF SERVICE: The person appointed by the court must certify dates of service for the representation. Indicate, where required, the date range for the services claimed on the voucher.

Item 20. APPOINTMENT TERMINATION DATE, IF OTHER THAN CASE COMPLETION: If the appointment is discontinued by order of the court (i.e., substitute counsel or reasons other than disposition of the defendant's case, such as fugitive defendant, appointment of federal defender, or retention of counsel by a defendant), give the effective date for termination of appointment.

Item 21. CASE DISPOSITION: Indicate case disposition for the person represented (e.g., dismissed, convicted/final plea guilty, probation revoked, other, etc.). Select a code from the table below.

	Type of Disposition	Code
District Court Criminal and Other Proceedings	Dismissed	1
	Acquitted by court, or government motion for judgment of acquittal granted	2
	Acquitted by jury	3
	Convicted/final plea guilty	4
	Convicted/final plea nolo	5
	Convicted/court trial	8
	Convicted/jury trial	9
	Mistrial	C
	Not Guilty/insane/court trial	E
	Guilty/insane/court trial	F

	Not guilty/insane/jury trial	G
	Guilty/insane/jury trial	H
	Other (PTD matters, other reps. Transfers)	X
Appeals	Affirmed	A
	Reversed	R
	Remanded	O
	Reversed in Part/Affirmed in Part	RA
	Affirmed in Part/Reversed in Part	AR
	Dismissed	1
Probation/Parole/ Supervised Release	Revoked	RV
	Restored	RS
Habeas/Petitions/Writs	Granted	GR
	Denied	DE

Item 22. **CLAIM STATUS:** Indicate, by checking the appropriate box, whether the voucher is (1) the final payment for the services, (2) an interim payment, or (3) a supplemental payment (an additional claim submitted after a final payment is made). If an interim payment, indicate the interim payment number. Complete the remaining portion of Item 22, and sign and date the affirmation statement before submitting the claim for court approval.

Items 23-28a. **APPROVED FOR PAYMENT:** The presiding judicial officer will indicate the amount approved for payment in each category (Items 23 - 26). These amounts will reflect any mathematical and technical adjustments to your claim. The "**TOTAL AMOUNT APPROVED/CERTIFIED**" for payment equals the amount approved in the major categories, less any amounts withheld for an interim payment.

SIGNATURE OF THE PRESIDING JUDICIAL OFFICER: If the total amount approved for payment (both in-court and out-of-court), not including expenses, is less than or equal to the statutory limitation, the claim will be processed for payment. The presiding judicial officer will sign and date the voucher indicating approval of the amount to be paid in Item 27. If compensation exceeds the statutory threshold for the representation, submit a detailed memorandum, supporting and justifying that the representation was provided in a complex or extended case and that the claim for the excess amount is necessary to provide fair compensation. Upon preliminary approval of the claim, the presiding judicial officer will (1) signify approval by circling the word "cert" (for word certified) in Item 27 and (2) forward the voucher to the chief judge of the court of appeals (or delegate) for approval of the excess amount. The **JUDGE CODE** will be provided by the court staff.

Item 29-33. **APPROVED FOR PAYMENT:** For payments in excess of the statutory limitation, the chief judge for the court of appeals (or delegate) will indicate the amount approved for payment in Items 29 - 32. This amount will reflect any adjustments in your claim resulting from additional technical or mathematical review by the chief judge (or delegate). The chief judge of the court of appeals (or delegate) will indicate the **TOTAL AMOUNT APPROVED** for payment of the claim, less any amounts withheld for an interim payment in Item 33.

Item 34. **SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE):** Before the claim is paid for the excess amount, the chief judge of the appeals court (or delegate) must sign and date Item 34, approving payment for compensation that exceeds the statutory threshold. If approval is not granted, compensation will be limited to the statutory maximum for the representation and expenses as approved. The **JUDGE CODE** will be provided by the court staff.

CJA VOUCHER WORKSHEET

SOUTHERN DISTRICT

Updated March 11, 2009

CASE NAME AND NUMBER _____

CASE DISPOSITION CODE _____

ARE ALL BOXES COMPLETED CORRECTLY?: ___ YES ___ NO

IS THIS VOUCHER OVER THE LIMIT?: ___ YES ___ NO

IF YES: DID YOU ATTACH AN
OVER-THE-LIMIT LETTER? ___ YES ___ NO

IS VOUCHER BEING SUBMITTED *MORE*
THAN 45 DAYS *AFTER* COMPLETION OF CASE?: ___ YES ___ NO

IF YES: DID YOU ATTACH A LETTER
OF EXPLANATION? ___ YES ___ NO

	<u>\$ 92</u>	<u>\$ 94</u>	<u>\$ 100</u>	<u>\$ 110</u>
	<u>2006 -May 19, 2007</u>	<u>From May 20, 2007</u>	<u>From Jan. 1, 2008</u>	<u>From March 11, 2009</u>
DATES OF SERVICE:	From _____)	From _____)	From _____)	From _____)
	To _____)	To _____)	To _____)	To _____)

IN-COURT HOURS:

a.	Arrest/Plea	_____ hours	_____ hours	_____ hours	_____ hours
b.	Bail & Detention Hearing	_____ hours	_____ hours	_____ hours	_____ hours
c.	Motion Hearings	_____ hours	_____ hours	_____ hours	_____ hours
d.	Trial	_____ hours	_____ hours	_____ hours	_____ hours
e.	Sentencing Hearings	_____ hours	_____ hours	_____ hours	_____ hours
f.	Revocation Hearings	_____ hours	_____ hours	_____ hours	_____ hours
g.	Appeals Court	_____ hours	_____ hours	_____ hours	_____ hours
h.	Other	_____ hours	_____ hours	_____ hours	_____ hours

Total Hrs	Total Hrs	Total Hrs	Total Hrs
_____ @ \$92	_____ @ \$94	_____ @100	_____ @ 110

Total \$ _____ Total \$ _____ Total \$ _____ Total \$ _____

TOTAL \$ _____
IN-COURT

	<u>\$ 92</u>	<u>\$ 94</u>	<u>\$ 100</u>	<u>\$ 110</u>
	<u>2006 -May 19, 2007</u>	<u>From May 20, 2007</u>	<u>From Jan. 1, 2008</u>	<u>From March 11, 2009</u>
DATES OF SERVICE:	From _____)	From _____)	From _____)	From _____)
	To _____)	To _____)	To _____)	To _____)

OUT-OF-COURT HOURS:

a.	Interviews/Conf.	_____ hours	_____ hours	_____ hours	_____ hours
b.	Obtain/Review Records	_____ hours	_____ hours	_____ hours	_____ hours
c.	Leg. Research/Brief Wr.	_____ hours	_____ hours	_____ hours	_____ hours
d.	Travel Time	_____ hours	_____ hours	_____ hours	_____ hours
e.	Invest/Other Work	_____ hours	_____ hours	_____ hours	_____ hours
		Total Hrs	Total Hrs	Total Hrs	Total Hrs
		@ \$92	@ \$94	@ 100	@ 110
	Total \$	_____	Total \$	_____	Total \$
			Total \$	_____	Total \$

TOTAL\$ _____

TRAVEL EXPENSE

Mileage

From: 2/04/05 _____ Miles @ .40.5 = \$ _____

9/01/05 _____ Miles @ .48.5 = \$ _____

1/01/06 _____ Miles @ .44.5 = \$ _____

2/1/07 _____ Miles @ .48.5 = \$ _____

3/19/08 _____ Miles @ .50.5 = \$ _____

8/01/08 _____ Miles @ .58.5 = \$ _____

02/01/09 _____ Miles @ .55 = \$ _____

Total \$ _____ **Total \$** _____

Mileage (Parking+Meals+Lodging)

TOTAL\$ _____

OTHER EXPENSES

Copy _____ Copies @ .25 per page = \$ _____

Postage \$ _____

Phone \$ _____

Fax \$ _____

Other \$ _____

Paralegal _____ Hrs. @ \$ _____ Per Hr. \$ _____

Total \$ _____

TRAVEL EXPENSES
(Mileage+Parking+Meals+Lodging)

TOTAL \$ _____

OTHER EXPENSES

TOTAL VOUCHER \$ _____

CJA VOUCHER WORKSHEET

NORTHERN DISTRICT ONLY

Updated 3/11/09

CASE NAME AND NUMBER _____

CASE DISPOSITION CODE _____

ARE ALL BOXES COMPLETED CORRECTLY?: _____ YES _____ NO

IS THIS VOUCHER OVER THE LIMIT?: _____ YES _____ NO

IF YES: DID YOU ATTACH AN
OVER-THE-LIMIT LETTER? _____ YES _____ NO

IS VOUCHER BEING SUBMITTED *MORE*
THAN 45 DAYS *AFTER* COMPLETION OF CASE? _____ YES _____ NO

IF YES: DID YOU ATTACH A LETTER
OF EXPLANATION? _____ YES _____ NO

	<u>\$ 92</u>	<u>\$ 94</u>	<u>\$ 100</u>	<u>\$ 110</u>
	<u>2006 - May 19, 2007</u>	<u>From May 20, 2007</u>	<u>From Jan. 1, 2008</u>	<u>From March 11, 2009</u>
DATES OF SERVICE:	From _____)	From _____)	From _____)	From _____)
	To _____)	To _____)	To _____)	To _____)

IN-COURT HOURS:

a. Arraignment/Plea	_____ hours	_____ hours	_____ hours	_____ hours
b. Bail & Detention Hearing	_____ hours	_____ hours	_____ hours	_____ hours
c. Motion Hearings	_____ hours	_____ hours	_____ hours	_____ hours
d. Trial	_____ hours	_____ hours	_____ hours	_____ hours
e. Sentencing Hearings	_____ hours	_____ hours	_____ hours	_____ hours
f. Revocation Hearings	_____ hours	_____ hours	_____ hours	_____ hours
g. Appeals Court	_____ hours	_____ hours	_____ hours	_____ hours
h. Other	_____ hours	_____ hours	_____ hours	_____ hours
	Total Hrs @ \$92	Total Hrs @ \$94	Total Hrs @ 100	Total Hrs @ 110

Total \$ _____ Total \$ _____ Total \$ _____ Total \$ _____

TOTAL \$ _____
IN-COURT

	<u>\$ 92</u>	<u>\$ 94</u>	<u>\$ 100</u>	<u>\$ 110</u>
	<u>2006 - May 19, 2007</u>	<u>From May 20, 2007</u>	<u>From Jan. 1, 2008</u>	<u>From March 11, 2009</u>
DATES OF SERVICE:	From _____)	From _____)	From _____)	From _____)
	To _____)	To _____)	To _____)	To _____)

OUT-OF-COURT HOURS:

a.	Interviews/Conf.	_____ hours	_____ hours	_____ hours	_____ hours
b.	Obtain/Review Records	_____ hours	_____ hours	_____ hours	_____ hours
c.	Leg. Research/Brief Wr.	_____ hours	_____ hours	_____ hours	_____ hours
d.	Travel Time	_____ hours	_____ hours	_____ hours	_____ hours
e.	Invest/Other Work	_____ hours	_____ hours	_____ hours	_____ hours
	Total Hrs	_____	_____	_____	_____
	@ \$92	_____	_____	_____	_____
	@ \$94	_____	_____	_____	_____
	@ 100	_____	_____	_____	_____
	@ 110	_____	_____	_____	_____
	Total \$	_____	_____	_____	_____

TOTAL \$ _____
OUT-OF-COURT

OTHER EXPENSES

Copy _____ Copies @ .10 per page = \$ _____

Postage \$ _____

Phone \$ _____

Fax \$ _____

Other \$ _____

Paralegal _____ Hrs. @ \$ _____ Per Hr. \$ _____

Computer Research \$ _____

Total \$ _____

TOTAL \$ _____
OTHER

<u>DATE</u>	<u>CASE LAW</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TRAVEL EXPENSE

Mileage

From: 1/01/04 _____ Miles @ .37.5 = \$ _____
2/04/05 _____ Miles @ .40.5 = \$ _____
9/01/05 _____ Miles @ .48.5 = \$ _____
1/01/06 _____ Miles @ .44.5 = \$ _____
2/1/07 _____ Miles @ .48.5 = \$ _____
3/19/08 _____ Miles @ .50.5 = \$ _____
8/01/08 _____ Miles @ .58.5 = \$ _____
2/01/09 _____ Miles @ .55 = \$ _____

Total \$ _____
Mileage

<u>DATE</u>	<u>DESTINATION</u>	<u>PURPOSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parking \$ _____

Meals \$ _____

Lodging \$ _____

Total \$ _____
(Parking+Meals+Lodging)

TOTAL \$ _____
TRAVEL EXPENSES
(Mileage+Parking+Meals+Lodging)

TOTAL VOUCHER \$ _____

