

CJA 20 VOUCHER GUIDELINES

These guidelines supplement the instructions¹ set forth on the CJA 20 Form and are intended to provide counsel with an overview of the voucher payment process and guidance on issues frequently encountered by counsel in the preparation of CJA 20 vouchers.

Voucher Payment Process

- The appointment of CJA counsel will be docketed in CM/ECF. Upon receipt of notice of the filing, appointed counsel should download a CJA voucher form from the Court's website.²
- A voucher number will not appear on the voucher. The voucher number is generated when the voucher is certified for payment.
- If a CJA 20 voucher exceeds the statutory maximum, counsel must also submit a CJA26 (Supplemental Information Statement for Compensation Claim in Excess of Statutory Case Maximum). The voucher and supporting documentation will be forwarded by the Court to the 6th Circuit Court of Appeals for approval.
- Upon approval, the CJA20 voucher will be processed electronically at the District Court level.
- An entry will be docketed in CM/ECF providing notice to counsel of the approval for payment.
- Payment is remitted from the Administrative Office in Washington, D.C.

¹ <http://www.uscourts.gov/forms/cja20.html>

² <http://www.uscourts.gov/forms/CJA/CJA20.pdf>

Voucher Submission

- CJA 20 vouchers should be submitted within 45 days after final disposition of the case.
- Worksheets must accompany the voucher. Approved worksheets are available on the Court's website.³ Counsel may use internal billing documentation so long as the entries are broken down by category as set out on the voucher. Vouchers with incomplete or insufficient documentation will be returned to counsel for correction and resubmission.
- The date of service (begin and end dates) must be listed on the voucher on Line 19 and time must be entered in tenths of an hour.
- Expenses must be itemized. Original receipts, paid bills, or similar documentary evidence showing proof of payment must be submitted for lodging and for any individual expense (*e.g.*, for transportation, a meal, parking, etc.) of \$50 or more. Documentary evidence will generally be considered adequate to support an expenditure if it shows the dollar amount, date, name of vendor, place and business purpose of the expenditure. A credit card statement will not suffice unless it provides the required information.
- A disposition code must be entered in Box 21. Disposition codes can be found on the CJA 20 Instructions.
- Vouchers will be audited and reviewed for compliance with CJA guidelines, mathematical accuracy and reasonableness of claim.

³ http://tned.uscourts.gov/cja_worksheets.php

Travel

- Mileage claims must be itemized on the expense worksheet and include date of travel, destination and number of miles. Rates are limited to those approved for federal employees. Applicable mileage rates can be found on the Court's web site.⁴
- For overnight travel, reasonable expenses for lodging and meal will be reimbursed on an actual expense basis; *per diem* is not allowed.
- For additional information, refer to Paragraph 16 of the CJA 20 Instructions.

Procedures For Obtaining Government Discount Travel Rates

- Counsel must file a motion and submit a proposed travel authorization to the Court in advance of the travel.
- Once the judge grants the motion and signs the travel authorization, the clerk's office will forward the travel authorization to Federal Defender Services (FDS). FDS will make the flight reservation and charge the ticket to its credit card.
- Upon receipt of the credit card statement, FDS will forward the statement to the clerk's office. The clerk's office will verify the attorney's or expert's appearance from the minutes of the proceeding and forward the credit card statement to the presiding judge for approval.
- Upon approval by the judge, the clerk's office will authorize payment by the Administrative Office in Washington, D.C.

⁴ http://tned.uscourts.gov/cja_rates.php

Reimbursable Expenses

- General office overhead for telephone expenses is not a reimbursable expense. Reimbursement may be claimed for the actual cost of case-related long distance phone calls. The billing record, with the case-related long distance expense highlighted, must be provided.
- Reimbursement for facsimile transmissions is limited to the actual cost of any long-distance charge associated with an outgoing document.
- Receipts must be attached for reimbursement of any commercial duplication expense.
- Associate time should be submitted on the CJA 20 voucher. Separate worksheets must be submitted for each associate. Associate time spent in meetings, conferences and in court is not compensable.
- **Law clerk and paralegal time, including for those on counsel's staff, should be submitted on a CJA 21 voucher.** Law clerk and paralegal time spent in meetings, conferences and in court is not compensable.
- Transcript costs must be submitted on a CJA 24 voucher.
- Counsel will be reimbursed for *reasonable* and *necessary* research time. Counsel is expected to have a basic knowledge of federal criminal practice and procedure.
- CJA attorneys who use PACER in connection with their CJA appointments can obtain an exempt login and password by contacting the PACER Service Center (1-800-676-6856).

Non-Reimbursable Expenses

- General office overhead items such as secretarial service, rent and telephone service are not reimbursable.
- Time spent in voucher preparation or review is not compensable.
- Expert or investigative services are not a reimbursable expense of appointed counsel. Prior authorization must be obtained and payment is made directly to the investigator/expert on a CJA 21 form.
- Printing of briefs is not reimbursable.
- Personal items and services for the client such as clothing for court, haircuts, travel or lodging are not reimbursable under CJA.
- Work on related state court proceedings are not reimbursable.
- Fact witness fees, witness travel costs and expenses for service of subpoenas are not reimbursable under the CJA. These expenses are paid by the Department of Justice.
- Books, journals, publications and supplies for the law office are not reimbursable.
- Reimbursement for meals will not be allowed unless in overnight travel status.