

**U.S. DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

CJA HANDBOOK



Hon. Glenn T. Suddaby, Chief Judge
John M. Domurad, Clerk of Court

September, 2016

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Guidelines for Reimbursement

Where persons accused of committing a Federal crime establish they are financially unable to retain private counsel, and where the offense or offenses qualify for Court appointed counsel, the Court may appoint counsel to be paid from public funds pursuant to the Criminal Justice Act (18 U.S.C. §3006A) (CJA) and the Criminal Justice Act Plan for the Northern District of New York. To facilitate this process, these Guidelines have been adopted by the Court.

Every attorney who is paid out of the public funds designated for the payment of legal services rendered under the CJA has the responsibility to exercise prudence and restraint when preparing a voucher for payment. In addition to the Guidelines, it is the obligation of each CJA attorney to comply with the Judiciary's Guidelines for Administering the CJA and Related Statutes, applicable local rules, Court orders, and notices.

It is the responsibility of the Court to ensure that all services and expenses funded under the CJA are those necessary and reasonable for effective representation by counsel.

Maximum Amounts for Counsel. For representation of a defendant before a magistrate judge or judge of this court, or both, the compensation paid any attorney shall not exceed the maximum prescribed by 18 U.S.C. §3006A(d)(2).

Waiver of Limits on Counsel Fees. Payment in excess of any maximum amount prescribed by 18 U.S.C. §3006A(d)(2) for counsel fees or for other services may be made for extended or complex representation whenever the judge or magistrate judge (if the representation was entirely before the magistrate judge) certifies that the amount sought is necessary to provide fair compensation and the payment is approved by the Chief Judge of the Second Circuit or such active Circuit Judge to whom the Chief Judge has delegated approval authority. Counsel claiming such excess payment shall submit a CJA-26, attached to the CJA-20, detailing/justifying counsel's claim that the representation was in an extended or complex case and that the excess payment is necessary to provide fair compensation.

Except in cases involving mathematical corrections, no claim for compensation under the CJA Plan will be reduced without affording counsel notice and an opportunity to be heard. A judge or magistrate judge may in the first instance, contact counsel to raise and attempt to resolve questions or concerns with a claim for compensation. The Court may, in its discretion, refer the voucher for further review to the Panel Review Committee for a confidential recommendation to the presiding Judge.

Violation of Guidelines

Violation of these Guidelines may result in suspension or removal from the CJA Panel and reimbursement of payments received. Counsel are reminded that they must comply fully with the requirements set forth in NDNY General Order # 1 - Plan for the Composition, Administration and Management of the Panel of Private Attorneys and the Office of the Federal Public Defender under the Criminal Justice Act as well as Volume 7, of The Judiciary Guidelines for Administering the CJA and Related Statutes.

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| Compensable | <ol style="list-style-type: none"> 1. Only actual and reasonable work performed and expenses may be claimed or compensated. 2. Travel time (overnight travel must be pre-approved) and any travel outside of the Northern District must be pre-approved. 3. Failure to exercise billing judgment, recurring violations of these Guidelines, and unreasonable claims may result in reduction or denial of claims and removal from the CJA Panel. 4. Time spent on overlapping services in multiple cases (e.g. research, court appearances, waiting time) must be prorated appropriately among the vouchers for cases on which the time was spent and may not exceed the actual time expended. 5. Claims for reviewing a Notice of Electronic Filing (NEF) and associated documents must include the document numbers. No time may be claimed for reviewing an attorney's own NEFs or filings or of co-defendants unless relevant to the representation. 6. Claims for conferences with family representatives must reference the subject of the communication. This information should be included in the supporting documentation submitted in support of the voucher, and is not to be filed in CM/ECF. |
| Reimbursable | <p>Proof of payment is required for all itemized expenses in excess of \$50. (receipt, copy of canceled check, credit card statement). An Invoice is not considered proof of payment.</p> <ol style="list-style-type: none"> 1. Computer-assisted legal research. 2. Telephone toll calls. 3. Facsimile transmission (limited to \$.10 per page). 4. Copying (limited to \$.20 per page or actual cost, whichever is less and include number of copies/faxes). |

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| Non-Compensable | <p>Clerical work, even if performed by an attorney, may not be claimed:</p> <ol style="list-style-type: none"> 1. Completing and submission of voucher. 2. Travel arrangements. 3. Printing and storing. (e.g. NEF's) 4. Reviewing attorney's own NEF's or filing for co-defendants unless relevant to the presentation. 5. Time spent in a State or County court. 6. Time copying. 7. Preparation of "boiler-plate" notices and motions not necessitating legal research (e.g. motion to seal, continue, or any other routine filings, typically involve modifying the date, case caption and/or case number). <i>Moved from Compensable section</i> 8. Ten or more hours billed in a single day is unusual. Absent extraordinary circumstances, billable hours in a day should not exceed ten hours unless in hearings or in trial. 9. Time expended on extended discussion of established principals of law well known to the court and to opposing counsel may not be claimed. For example, claims for research relating to basic and general sentencing principles, i.e., "research re: <i>Booker, Gall, Kimbrough</i>, etc.", or "cut and paste" of legal and historical discussions about <i>Booker</i> and its progeny, are not considered reasonable or compensable. Where facts and research are essential to an argument for reduced sentences, the argument must be tailored to the specific case to be compensable. |
| Non-Reimbursable | <ol style="list-style-type: none"> 1. Items of personal nature purchased for person represented: <ul style="list-style-type: none"> -Clothing, -Cigarettes, candy, meals, alcohol 2. Overnight Travel not pre-approved by the presiding judge, including: lodging, meals, alcohol |
| Description of Claims | <ol style="list-style-type: none"> 1. Must be adequate to understand the service and to evaluate the reasonableness of the time claimed. 2. Claims for legal research must state the issue researched. 3. Claims for document review may not exceed actual time spent and must state specifically the nature of material reviewed and number of pages. 4. Claims for Mileage must state the starting location (attorney office not home, unless home is their office) and destination. 5. Conferences with family representatives must reference the subject. |

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| <p>Record Keeping Retention/Audit Voucher Submission</p> | <ol style="list-style-type: none"> 1. Attorneys must maintain contemporaneous time and attendance records in eVoucher for all work performed. 2. The Court shall review the claim form for mathematical and technical accuracy, and for conformity with the <u>Guidelines for the Administration of the Criminal Justice Act</u> (See: Vol 7, <u>Guide to Judiciary Policies and Procedures</u>). 3. The Court may also direct the Office of the Federal Public Defender to review claim forms for mathematical and technical accuracy, and for conformity with the <i>CJA</i> Guidelines. 4. The court will exert its best effort to avoid delays in reviewing and processing payment vouchers. 5. Records are subject to audit and must be retained for three years after approval of a final voucher for appointment. 6. The Court will conduct an annual review of attorneys who have claimed compensation of more than 1,000 hours in the preceding fiscal year. 7. An attorney may be required to perform a self-audit or independent audit for the Court. 8. Proof of payment is required for all itemized expenses in excess of \$50.00. This includes a receipt, copy of cancelled check, or credit card statement. An Invoice is not considered proof of payment. 9. CJA-20 Vouchers should be submitted for payment no later than 45 days after the final disposition of the case, unless good cause is shown. CJA-21 Vouchers are to be submitted immediately following the service completed by the expert, and not at the conclusion of the case. |
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| <p>Interpreters / Other Experts</p> | <ol style="list-style-type: none"> 1. Experts are reimbursed via a CJA-21, which the attorney completes and submits on behalf of the expert. 2. Any service over \$800, excluding expenses, must be pre-approved. 3. For Expert Services, the maximum applies per representation, not per service-type. 4. Travel by the Expert: must provide a breakdown of travel expenses (parking, tolls, mileage from starting location, destination, number of miles traveled) 5. CJA-21 Vouchers are to be submitted promptly following the service completed by the expert, not at the conclusion of the case. 6. The Court will strictly apply the requirements set forth in 18 U.S.C. § 3006A(e). If the cost of services for a case is anticipated to surpass the \$800.00 limitation, application to exceed this amount must be made at the onset. Any request seeking <i>nunc pro tunc</i> authorization for goods or services rendered in the interest of justice must include justification to support a finding that timely procurement of such goods or services could not practicably await prior authorization. 7. Necessity of Affidavit. Statements made by or on behalf of the party in support of requests for investigative, expert, and other services shall be made or supported by affidavit and filed with the Court <i>in-camera</i> for review and consideration. The request should contain a sealing Order directing that the request and supporting papers be sealed until after the case is concluded and any appeals that may be filed have been terminated and the case closed. <p>Refer to the CJA page of the NYND web-site for guidance: http://www.nynd.uscourts.gov/criminal-justice-act 'Guide to Expert Authorizations and CJA-21s/CJA-31s'.</p> |
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| <p>Travel</p> | <ol style="list-style-type: none"> 1. Only actual time spent traveling may be claimed. 2. Travel time and mileage to and from courthouse is computed from attorney's office, not the attorney's home, unless their home is the office. 3. Reasonable within-district travel for investigative purposes (e.g. travel to a local jail to meet with client on an issue that could not be discussed over the phone) are reimbursable. 4. Actual mileage driven must be recorded for all mileage claims. 5. Receipts must accompany all claims, including parking, tolls, taxi, airfare hotel, etc. 6. Reimbursement for meals is allowable only when the traveler has received authorization for overnight stay. 7. No reimbursement for alcohol. 8. Reimbursed for the actual cost of reasonably incurred travel expenses. 9. Per diem may not be claimed in lieu of subsistence expenses. 10. CJA Panel Members who do not maintain an office within the NDNY will only be reimbursed for their mileage and travel time accrued while traveling within the boundary of the Northern District. (<i>Mileage and travel time outside of the District is not reimbursable</i>). <p>* Advance Authorization is Required for travel outside the district and/or for overnight travel*</p> <ol style="list-style-type: none"> 1. Submit a Travel Authorization in eVoucher, listing anticipated travel expenses and reasons for travel. 2. If overnight travel is authorized, contact the Court to obtain the current Per Diem rates |
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eVoucher - Getting Started

Upon receipt of your eVoucher login and password, follow these steps:

1. Navigate to the CJA page of the court's web-site:
<http://www.nynd.uscourts.gov/criminal-justice-act>
2. Scroll down to the CJA eVoucher Login button, and click on it:



3. Enter your login into the Username box
Enter your Password into the Password box
Click the 'Log In' button

Username:

Password:

You will be routed to the Profile page. You must verify and add information to this page in order to activate your account.

4. **Login Info** - Edit

- Click 'reset' to change your password to something you can remember
- Passwords must be a minimum of 8 characters and contain:
lower case letters, upper case letters, numbers, special characters
- Passwords must be changed every 180 days.
- eVoucher will not permit the use of previously used passwords.

Login Info

Your Login information

Username [change](#)

Password *

Confirm *

[cancel](#)

5. **Attorney Info.**

- Click Edit to review contact information.
- Insert your bar roll number.
- Verify all contact information is accurate. Update if necessary.
- Enter your Social Security Number in the SSN field.
- Re-enter the SSN in the Confirm field.
- Be sure to format the Social Security number in the correct format by inserting hyphens, e.g. 123-45-6789.
- Click Save.

| Attorney Info | | |
|--|---------------|----------------|
| Your personal info | | |
| SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. If you are an associate only, do not enter your Social Security Number in the SSN field. | | |
| Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.). | | |
| Bar Number | 123456 | |
| Tax Identification Number: | | |
| SSN: | 123-45-6789 | |
| Confirm: | 123-45-6789 | |
| First Name | Middle | Last Name |
| John | | TestAttorney22 |
| Main Email | | |
| youremail@yourfirm.com | | |
| 2nd Email | | |
| 3rd Email | | |
| Phone | Cell Phone | Fax |
| 315-555-1111 | | |
| Address 1 | City | |
| 123 Main Street | Syracuse | |
| Address 2 | State | Zip |
| | NEW YORK | 13261 |
| Address 3 | Country | |
| | UNITED STATES | |
| <input type="button" value="Save"/> <input type="button" value="cancel"/> | | |

6. **Billing Info.** Click the 'Add' button to add your billing information. The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN.

If you are a Sole Practitioner -

- Select the 'Self-Employed' bullet.
- Check the box 'Copy Address from Profile'
- Insert your name or your office name in the 'Name' field. (*)
- Click Save.

Billing Info
List all available billing info records

Billing Type:
[cancel](#)

Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:
Office of John TestAttorney22

Phone: 315-555-1111 Fax:

Address 1:
123 Main Street

Address 2:

Address 3:

City: Syracuse State: NEW YORK Zip Code: 13261

Country: UNITED STATES

If you have a pre-existing agreement with a law firm -

- Select the 'Firm' bullet.
- Insert the EIN/TIN of the law firm in the EIN/TIN field. (*)
- Re-enter the EIN/TIN in the 'Confirm' field.
- Be sure to format the EIN/TIN correctly by inserting hyphens, e.g. 12-3456789
- Click Save

Billing Info
List all available billing info records

EIN Instructions:
If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN: 12-3456789
Confirm: 12-3456789

Copy Address from Profile

Name:
Smith, Jones Law Firm

Phone: 315-555-2222 Fax:

Address 1:
123 Main Street
Address 2:

Address 3:

City: Syracuse State: NEW YORK Zip Code: 13261
Country: UNITED STATES

Save
cancel

7. Scroll back to the top of your screen. Click logout to exit eVoucher (top left corner).

8. Log back into eVoucher with your Login and new password.

You will now be at the eVoucher Landing Page / Home Screen.

Explanation of Landing Page:

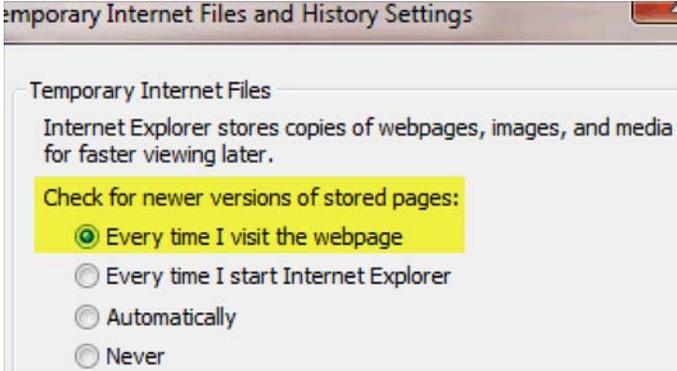
| | |
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|  | <p>Displays pending appointments.</p> |
|  | <p>Displays vouchers or documents that you are currently working on or have been submitted for your approval.</p> |
|  | <p>Displays vouchers for documents that you have completed or approved and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 0206.0000043)</p> |
|  | <p>Displays vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed voucher will not display on your landing page. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.</p> |
|  | <p>Displays proposed appointments, generated by the court via e-mail. Select to review and accept.</p> |
|  | <p>Displays documents relative to Experts (CJA-21s & CJA24s)</p> |

*** Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s will be issued under the SSN/EIN as it appears in the Profile.**

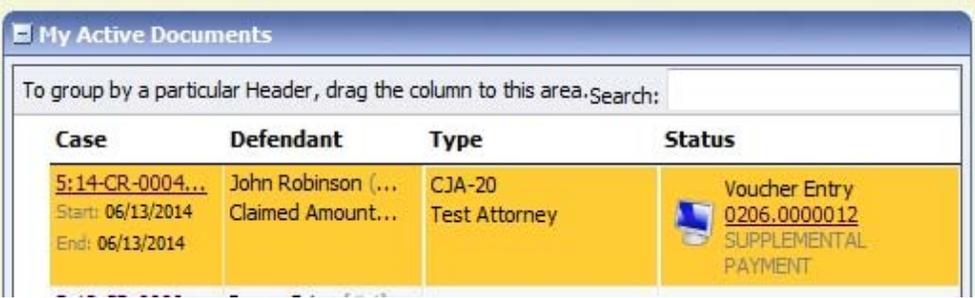
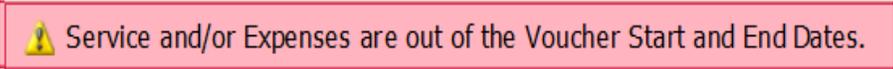
eVoucher

FAQs / Tips for Success

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| Accessing eVoucher | There is a link to NYND eVoucher on the CJA page of the courts web-site: http://www.nynd.uscourts.gov/criminal-justice-act |
| Mailing address | The Panel Attorney is responsible for maintaining current contact information in eVoucher. Attorneys should verify their mailing address for accuracy. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile. |
| Phone number | The eVoucher contact profile includes a spot for both 'Phone' and 'Cell phone'. However, only the number in the 'Phone' field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the 'Phone' field whatever phone number they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the court staff. |
| Address or Phone number change | The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, 'My Profile') |
| Passwords / Changing passwords | From the Landing Page - 'My Profile' - Login Info <ul style="list-style-type: none">- Passwords must be changed every 180 days.- Re-use of previously used passwords is not permitted.- Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, special characters |
| Periodic saving | The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your input. |
| Claims for services | Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the electronic voucher when it is submitted to the Court. |
| Trouble logging in | The eVoucher account will become locked if there are too many unsuccessful password attempts. |

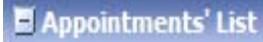
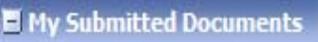
| | |
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| <p>Billing Information</p> | <p>The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN.</p> <p>Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s will be issued under the SSN/EIN as it appears in the Profile.</p> <p>Self-Employed = the panel attorney does not work for a firm and/or the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the attorney's name and SSN.</p> <p>Firm = the panel attorney is performing CJA services as an employee of a firm (Pre-Existing Agreement). All CJA payments will be payable in the name of the appointed attorney. However, the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the firm's Name and EIN.</p> <p>Associate = the attorney is not the appointed counsel in the case, but is providing services in support of appointed counsel in the case. Work performed by the associate is claimed by and paid to the appointed counsel. The firm's billing code will be required to complete the billing information for the Associate.</p> |
| <p>Browser</p> | <p>Refer to the bottom of the eVoucher login page, which lists approved browsers:</p> <ul style="list-style-type: none"> - Windows Internet Explorer 8 or newer - Apple Mcintosh Safari 5.1 or newer - Chrome, Firefox, Apple Mobile Safari, and other browsers either may not be used with eVoucher or are not supported. <p>Ensure that your cache setting is set to 'Every time I visit the webpage' to avoid data loss (instructions for making this setting available on the eVoucher login page.)</p>  <p>The screenshot shows the 'Temporary Internet Files and History Settings' dialog box. Under the 'Temporary Internet Files' section, there is a heading 'Check for newer versions of stored pages:' followed by four radio button options: 'Every time I visit the webpage' (which is selected and highlighted in yellow), 'Every time I start Internet Explorer', 'Automatically', and 'Never'.</p> |
| <p>E-mail notifications</p> | <p>The following actions in eVoucher will generate an e-mail to the Panel Attorney:</p> <ul style="list-style-type: none"> - Appointment - E-mail will confirm the acceptance of an assignment. - Voucher Rejection - E-mail will alert the attorney that a submitted voucher has been rejected by the Court for further action by the attorney. - Voucher Approval - E-mail will advise the attorney that the voucher has been approved by the Court. Payment will be mailed from the U.S. Treasury to the address listed in 'My Profile' |

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| <p>Panel attorney has accepted the appointment.</p> <p>What's next?</p> | <p>Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the panel attorney confirming the appointment. When the panel attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the landing page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'. Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate. Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion. Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims.</p> <p>[The Court is not able to see or access the CJA-20 voucher while it is in progress with the attorney.]</p> |
| <p>Using an Interpreter or Other Expert</p> | <ul style="list-style-type: none"> - Experts are reimbursed via a CJA-21, which the attorney completes and submits on behalf of the expert. - Any service over \$800, excluding expenses, must be pre-approved. - For Expert Services, the maximum applies per representation, not per service-type. <p>Refer to the CJA page of the NYND web-site for guidance: http://www.nynd.uscourts.gov/criminal-justice-act 'Guide to Expert Authorizations and CJA-21s/CJA-31s'.</p> |
| <p>CJA21 voucher still appearing in 'My Active Documents'</p> | <ul style="list-style-type: none"> - CJA-21s = two-step process. 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the 'My Active Documents' window on the attorney's landing page. 2) Select it, navigate to the Confirmation page, and approve the voucher. It will be submitted electronically to the court. This is the attorney's certification that the work was performed by the expert. - For more detailed explanation and screen-shots, refer to the CJA page of the NYND web-site 'Guide to Expert Authorizations CJA21s' or the ELM (CJA-21 voucher) |
| <p>One defendant with two different case numbers</p> | <p>If the defendant you are assigned to represent pleads to an Information with a different criminal case number, your claim for payment should be made on one CJA-20 voucher, with both case numbers referenced.</p> |
| <p>How do I claim....</p> | <ol style="list-style-type: none"> 1. Clerical/Administrative tasks: Not reimbursable 2. Reviewing CM/ECF Notices of Electronic Filings and associated documents: Reimbursable. No time may be claimed for reviewing an attorney's own NEFs or filed documents, or those of co-defendants unless relevant to the representation. 3. Time spent electronically filing a document in CM/ECF: Not reimbursable 4. Time spent preparing CJA vouchers: Not reimbursable 5. Waiting Time (see next section) |
| <p>Waiting time</p> | <p>Time spent by the panel attorney waiting (e.g. time spent consulting with client before/after court proceeding, delay in defendant's arrival, speaking with family members, etc.) is reimbursable and should be categorized under 'Out-of-Court' as Service-Type "Interviews and Conferences" with the appropriate description. Refer to one-page attachment at the end of this document for example.</p> |

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| Receipts | Required for any expense exceeding \$50. An invoice is not considered proof of payment. |
| Voucher claim exceeds the Case Compensation Maximum | If your claim exceeds the Case Compensation Maximum for the type of offense, you will need to complete the CJA-26 form (on the CJA page of the NYND website), save it as a .pdf document, and upload it to your CJA-20 voucher on the 'Documents' page. |
| Travel-related expenses | <ol style="list-style-type: none"> 1. When traveling to the jail to meet with defendant: List the name of the facility 2. Attorneys who maintain their primary office outside of the boundary of the NYND shall be reimbursed only for travel within the boundary of the district. 3. Overnight travel must be pre-approved by the presiding judge |
| Yellow Highlighted Item in Inbox | <p>An entry in 'My Active Documents' appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.</p>  |
| How do I know if I have successfully submitted my voucher electronically? | <p>Success</p> <p>Your document has been submitted to the court. You will receive a notification if we need more details.</p> <p>Please keep the following document number for your own records:</p> <p>0206.0000296</p> <p>If you do not see the message above, your voucher was NOT submitted to the Court. Look for additional pink messages which should indicate further action needed on the voucher. For example:</p>  |

| | |
|-------------------------------------|---|
| <p>Error regarding dates</p> | <div data-bbox="483 113 1117 163" style="border: 1px solid red; background-color: #f8d7da; padding: 5px;">  The date of this voucher is before the Appointment Date. </div> <div data-bbox="483 184 1367 256" style="border: 1px solid red; background-color: #fff3f3; padding: 5px; margin-top: 10px;">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <p>If you receive either of the above errors, navigate to the Claim Status section of the voucher. The start date appearing on this page is the date of the appointment. This is the earliest date for which claims can be submitted. The end date is the final date on which expenses relative to the appointment were incurred. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page. If you are not able to resolve the error, contact the Court.</p> <div data-bbox="483 583 1432 844" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 20px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> ▶ Basic Info ▶ Services ▶ Expenses ▶ Claim Status ▶ Documents ▶ Confirmation </div> <h3 style="margin: 0;">Claim Status</h3> <div style="display: flex; justify-content: space-between; align-items: center; background-color: #e2e3e5; padding: 5px;"> <div style="display: flex; align-items: center;"> Start Date <input style="width: 150px;" type="text" value="6/13/2014"/> * </div> <div style="display: flex; align-items: center;"> End Date <input style="width: 150px;" type="text" value="6/13/2014"/> * </div> </div> </div> |
| <p>Requesting transcripts</p> | <p>Refer to the CJA page of the NYND web-site for guidance: http://www.nynd.uscourts.gov/sites/nynd/files/forms/CJA-24-Workflow-Attorneys.pdf</p> |
| <p>CJA Help Desk CJA Clerks</p> | <p>Marcy Gallup-Hughes (Albany): 518-257-1805 Angela Topa (Binghamton): 607-779-2603 Dawn Shaheen Wright (Plattsburgh): 518-247-4501 Karen Gibbs (Syracuse): 315-234-8540 Penny Price (Syracuse): 315-234-8512 Michelle Coppola (Utica): 315-234-8503</p> |

Explanation of boxes on the eVoucher Landing Page.

| | |
|---|--|
|  | <p>Displays pending appointments.</p> |
|  | <p>Displays vouchers or documents that you are currently working on or have been submitted for your approval.</p> |
|  | <p>Displays vouchers for documents that you have completed or approved and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 0206.0000043)</p> |
|  | <p>Displays vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed voucher will not display on your landing page. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.</p> |
|  | <p>Displays proposed appointments, generated by the court via e-mail. Select to review and accept.</p> |
|  | <p>Displays documents relative to Experts (CJA-21s & CJA-24s)</p> |

*** Reminders***

- ~ **Attorneys are responsible for maintaining current contact and billing information in the eVoucher Profile.**
- ~ **Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile**
- ~ **W2s will be issued under the SSN/EIN as it appears in the Profile.**

How to claim In-Court vs. Out-of-Court hours

In-Court hours should only consist of the actual time spent **before the Judge** in the courtroom and waiting time, conferences with client before or after court would be categorized under the *Out of Court*. The Audit Clerk will verify the time claimed with the In Court Text Minute Entry on the ECF Docket and identify any discrepancy. The voucher will be rejected for further explanation and/or correction.

INCORRECT Appeared in Court for plea 1.5 total hours.

In-Court .2 hours (15 min)

Out of Court 1.3 hours (e.g. Conference with client)

Total 1.5 hours

| Service Type | Date | Description | Hrs | Rate | Amt | Audit Note: |
|----------------------------|------------|----------------------------|-----|----------|--------|-------------|
| a. Arraignment and/or Plea | 05/12/2016 | Appeared In Court for plea | 1.5 | 129.0000 | 193.50 | |

CORRECT

Separate 1.5 hours by creating two lines:

In Court - .2 hours (15 min)

Out of Court - 1.3 hours Out of Court Menu "Interviews and Conferences"

Total 1.5 Hours

| Service Type | Date | Description | Hrs | Rate | Amt | Au |
|-------------------------------|------------|---|-----|----------|--------|----|
| a. Arraignment and/or Plea | 05/12/2016 | Appeared in Court for Plea. | 0.2 | 129.0000 | 25.80 | |
| a. Interviews and Conferences | 05/12/2016 | Conference with client after arraignment. | 1.3 | 129.0000 | 167.70 | |

In Court Services

Out of Court Services

| | |
|---|--|
| Arraignment/Video Conferencing | Conference with client before or after proceeding. |
| Change of Plea/Video Conferencing | Waiting time for court to begin. |
| Sentencing/Video Conferencing | Defendant arrival delayed. |
| Trial | Other (explain) |
| Bail and Detention/Video Conferencing | |
| Other-In Chambers Conference/Video Conferencing | |

CJA eVoucher Program

Creating and Submitting Service Provider Authorizations and Vouchers

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. The eVoucher program includes several modules including one for the submission of CJA 21s and 31s that will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers.

Access the CJA eVoucher Program

You can access the program, using Internet Explorer or Safari, from the CJA eVoucher link on the Court's public internet site:

<http://www.nynd.uscourts.gov/criminal-justice-act>

Creating an Authorization Request

From your Home page, click on the appropriate representation:

| Appointments | Defendant |
|--|--|
| Case: 9:09-AP-35411 Defendant #: 1 Case Title: USA v. Lecter Attorney: Perry Mason | Defendant: Lecter, Hannibal Representation Type: Other Types of Appeals Order Type: Appointing Counsel Order Date: 09/15/09 Pres. Judge: Richard R. Clifton Adm./Mag Judge: |
| Case: 9:10-AP-07894 ← Defendant #: 1 Case Title: Kyle v. City of Gotham Attorney: Perry Mason | Defendant: Kyle, Selena Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 10/08/10 Pres. Judge: Richard R. Clifton Adm./Mag Judge: |

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-27 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

At the next screen, under the Appointment section, click the “Create” button under AUTH.

Basic Info Documents Confirmation

| | | |
|--|---|---|
| 1. CIR. DIST. DEF. CODE 09 | 2. PERSON REPRESENTED Kyle, Selma | 6. APPEALS DKT. DEF. NUMBER 10.AP.07894.1 |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER | 8. TYPE PERSON REPRESENTED |
| 7. IN CASE MATTER OF (Case Name) Kyle v. City of Gotham | 8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875) | 8. TYPE PERSON REPRESENTED Appellant |
| 11. OFFENSE(S) CHARGED | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456 Attorney at Law 1234 Della Street San Francisco CA 94103 Phone: 415-555-1234 | | 13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> R Subs for Retained Attorney Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By District Judge Date of Order 10/8/2010 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | |

Order Date:
 Nunc Pro Tunc Date:
 Repayment:
 Estimated Amount: 2500
 Authorized Amount:
 Basis of Estimate:
 Description:
 Service Type: **Investigator**
 Requested Provider:

<< First < Previous Next > Last >> **Save** Delete Draft

At the AUTH screen, the basic case information will appear at the top of the screen.

The only fields the program requires are the Estimated Amount and the Service Type. The Service Type has a pulldown menu with the available options for this field. Hit the Save button, especially if you are not ready to submit the authorization to the court. To proceed, click on Documents at the top of the screen, or the Next button at the bottom of the screen.

Use this screen to upload any documents relevant to the Service Provider, e.g., CV/resume, justification memo, etc. To upload, first click Browse and navigate to the appropriate file (1). Click the Open button in the dialogue box that will appear. You may enter a description of the file (2), otherwise it will default to the file name. Then click Upload (3).

Supporting Documents

Basic Info Documents Confirmation

File Upload

File: [Browse...](#) 1

Description: (2)

[Upload](#) 3

| Description | Delete | View |
|----------------------|------------------------|----------------------|
| Thomas Magnum CV.pdf | Delete | View |

Help logout

Basic Info Documents **Confirmation**

Confirmation

| | | | |
|---|---|---|--|
| 1. CIR. DIST. DIV. CODE -09 | 2. PERSON REPRESENTED KYLE, Selena | VOUCHER NUMBER | |
| 3. MAG. DIST. DEF. NUMBER | 4. DIST. DIST. DEF. NUMBER | 5. APPEALS DIST. DEF. NUMBER 9-10-AP-07894-1 | 6. OTHER DIST. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) Kyle v. City of Gotham | 8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875) | 9. TYPE PERSON REPRESENTED Appellant | 10. REPRESENTATION TYPE Appeal of a Trial Disposition |
| 11. OFFENSE(S) CHARGED | | | |
| 12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$2500 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States Bank the Defender Services Appropriation. Signature of Attorney Penny Mason - Bar Number: 123456 Attorney at Law 1234 Della Street San Francisco CA 94103 Phone: 415-555-1234 | | | |
| 13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions) | | 14. TYPE OF SERVICE PROVIDER | |
| 16. COURT ORDER Financial eligibility of the person represented having been established by the court's jurisdiction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court District Judge Date of Order: 10/6/2010 Made Pro Tunc Date Request <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | <input type="checkbox"/> 00 Court Reporter <input type="checkbox"/> 14 Pathologist, Medical Examiner <input checked="" type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 Other Medical Expert <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice, Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair, Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware, Software, Systems) <input type="checkbox"/> 06 Photograph Examiner <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Welder, Lessor, etc) <input type="checkbox"/> 10 Chemist, Toxicologist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 11 Ballistics Expert <input type="checkbox"/> 24 Other <input type="checkbox"/> 13 Weapons/Firearms Explosive Expert <input type="checkbox"/> 25 Litigation/Support Services <input type="checkbox"/> 26 Computer Forensics Expert | |
| REQUESTED PROVIDER | | | |
| Signature of Presiding Judge | Date Signed | Judge Code | Approved Amount 0 |
| Signature of Chief Judge, Court of Appeals (or Delegate) | Date Signed | Judge Code | Approved Amount 0 |
| Notes <i>Attention: The notes you enter will be available to the next approval level.</i> | | | |
| <input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 10/13/2011 11:20:9 | |  | |

<< First < Previous Next > Last >> Save Delete Draft

Click on Confirmation from the top progress bar at the top of the page.

On the Confirmation page, you must check the 'swear and affirm' box and then hit the Submit button.

You should receive a Success message:

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:

--09.0000030

Back to:
[Home Page](#)
[Appointment Page](#)

The authorization has now been submitted to the court. Once the authorization is approved, you can create the CJA-21 or CJA-31.

Creating a CJA-21 / CJA-31 with an approved authorization

Once again, go into your Appointments' List on your home page and click on the case number hyperlink.

| Appointments | Defendant |
|---|--|
| Case: 9:09-AP-35411 Defendant #: 1 Case Title: USA v. Lecter Attorney: Perry Mason | Defendant: Lecter, Hannibal Representation Type: Other Types of Appeals Order Type: Appointing Counsel Order Date: 09/15/09 Pres. Judge: Richard R. Clifton Adm./Mag Judge: |
| Case: 9:10-AP-07894 ← | Defendant: Kyle, Selena Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 10/08/10 Pres. Judge: Richard R. Clifton Adm./Mag Judge: |

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

- AUTH** [Create](#)
Authorization for Expert and other Services
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services
- CJA-27** [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

Select Create under the CJA-21 option.

Then choose the "Use Previous Authorization" option:

Authorization Selection

You can select a previous authorization request

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

A list of all previously approved authorizations will appear. Select the authorization you wish to use by clicking on it. The Service type will be filled in from the information located in the approved authorization.

Then select the requested Expert from the drop-down list.

Unless the court has given this particular service provider rights to complete their own vouchers, the Voucher Assignment section will be grayed out (with "Attorney" pre-selected).

Existing Requests for Authorization

| | |
|---|---|
| ID Number: 31 Order Date: 09/15/2009 Authorized Amount: 4000 | Service Type: Psychiatrist Estimated Amount: 4000 Requested Provider: |
| ID Number: 32 Order Date: 09/15/2009 Authorized Amount: 2000 | Service Type: Investigator Estimated Amount: 3000 Requested Provider: |

New Voucher Information

Service Type: Psychiatrist

Description:

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part.
 Attorney
 Expert

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert: [Dropdown Menu]

First Name: [Text Box] Middle: [Text Box] Last Name: [Text Box]

SSN/EIN: [Text Box]

Email: [Text Box]

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert: Crane, Frasier

Expert Info
Details: Frasier Crane
95 7th St
SF CA 94104 USA
Phone: 415-355-8984

Create Voucher

After the name is selected, the Expert info will appear. Click on the Create Voucher button.

You will be taken to the CJA21 Voucher entry screen (identical to the CJA20 Voucher entry screen). Proceed to the "Services" tab and enter the date the service started, the total number of hours worked and the hourly rate. For Description, you can reference an attached invoice. Click the Add button.

To edit an entry, click on the entry in the lower section. The information will repopulate the top section. Make your edits and re-click the Add button.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

* Required Fields

Date: 09/01/2011 *
Hours: 10 *
Rate: 275 *
Description: See Attached invoice

Add Delete Item

Drag a column to this area to group by it.

| Date | Description | Hrs | Rate | Amt |
|------------|----------------------|-----|------|---------|
| 09/01/2011 | See Attached invoice | 10 | 275 | 2750.00 |

If the invoice contains expenses, those must be entered separately on the Expenses tab (in the same manner as above). Click on Expenses in the navigation bar.

Basic Info Services Expenses Claim Status Documents Confirmation

Expenses

* Required Fields

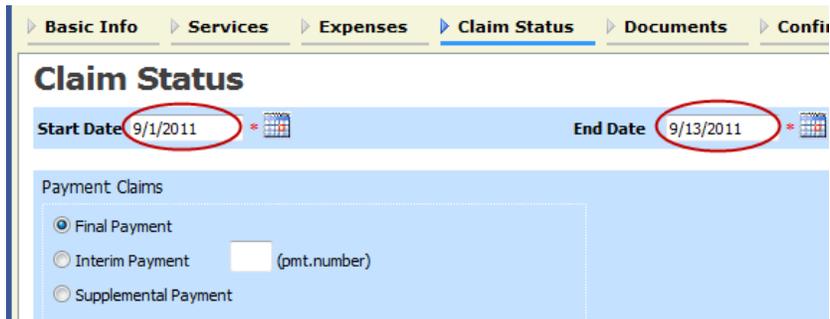
Date: 09/13/2011 *
Expense Type: Travel Miles *
Miles: 20 * rate per mile is 0.5100
Amount: 10.2
Description: Travel to/from meeting with defendant

Add Remove

Drag a column to this area to group by it.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|---------------------------------------|------|------|-------|
| Travel Miles | 09/13/2011 | Travel to/from meeting with defendant | 20 | 0.51 | 10.20 |

The next section is the Claim Status section. As with other date fields, the eVoucher program will default date the voucher with today's date. You may get the following message:  Service and/or Expenses are out of the Voucher Start and End Dates. Enter the earliest (start) date and latest (end) date that corresponds with the dates entered in the services/and or expenses section. It can be the same date, e.g., if no expenses had been entered, both the start and end dates would be 9/1/2011.



Basic Info Services Expenses **Claim Status** Documents Confir

Claim Status

Start Date 9/1/2011 * End Date 9/13/2011 *

Payment Claims

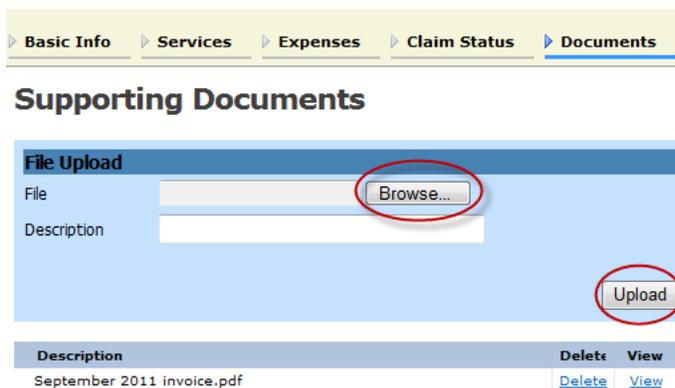
Final Payment

Interim Payment (pmt.number)

Supplemental Payment

The Payment Claims section must be completed by choosing one of the three options. If the Interim Payment option is chosen, the payment number becomes a required field and must be entered.

The next section is the Documents section. In this section, you will upload the actual invoice provided to you by the service provider and any other relevant documents. First, click the Browse button and locate the pdf file you wish to attach. You have the option of typing a description of the document, otherwise it will default to the name of the file. Click Upload.



Basic Info Services Expenses Claim Status **Documents**

Supporting Documents

File Upload

File

Description

| Description | Delete | View |
|----------------------------|------------------------|----------------------|
| September 2011 invoice.pdf | Delete | View |

The voucher will appear on your home page in your “My Active Vouchers” folder. Remember, the prior procedure assumes the attorney submitted the voucher acting as the expert. The attorney must now approve the voucher. Click on the voucher number.

| My Active Vouchers | | | |
|---|--|---|--|
| To group by a particular Header, drag the column to this area. | | | |
| Case | Defendant | Type | Status |
| 9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011 | Lecter, Hannibal (# 1) Claimed Amount: 2,760.20 | CJA-21 Frasier Crane Psychiatrist |  Submitted to Attorney --09.0000033 FINAL PAYMENT |

It will take you to the Basic Info screen. Since you have entered the information on behalf of your expert, you can go directly to the Confirmation screen. The bottom of the form will be slightly different, as you are now approving this voucher (certifying the services have been performed):

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 10/18/2011 11:14:37 |  Approve |  Reject |
|---|--|---|

Check the certify box and click approve. You will receive a Success message. If you return to your Home page, the voucher will now appear in your “My Submitted Vouchers” folder and the status will be “Submitted to Court.”

| My Submitted Vouchers | | | |
|---|--|---|--|
| To group by a particular Header, drag the column to this area. | | | |
| Case | Defendant | Type | Status |
| 9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011 | Lecter, Hannibal (# 1) Claimed Amount: 2,760.20 | CJA-21 Frasier Crane Psychiatrist |  Submitted to Court --09.0000033 FINAL PAYMENT |

It will also appear in your “My Service Provider’s Vouchers” folder.

Creating a CJA-21 / CJA-31 without an authorization

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

| | |
|---|------------------------|
| AUTH Authorization for Expert and other Services | Create |
| CJA-20 Appointment of and Authority to Proceed Court-Appointed Counsel | Create |
| CJA-21 Authorization and Voucher for Expert and other Services | Create |
| CJA-27 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals | Create |

Select Create under the CJA-21 option.

Choose the “No Authorization Required” option:

Authorization Selection

You can select a previous authorization request, re

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

The New Voucher Information Screen will appear. Use the drop down arrow to select the Service Type (1). Even if there is no authorization for this particular case, the expert may already be in the database from other cases in the system. Check for the name using the drop down arrow next to the field for Expert (2). If the expert's name does not appear in the list, type the appropriate information into the required fields (3). Once you are done, click the “Create Voucher” button (4).

New Voucher Information

Service Type Paralegal Services 1

Description

Voucher Assignment
This indicates who will be responsible for filing the voucher claim part
 Attorney
 Expert

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert 2

First Name Middle Last Name
Della Street

SSN/EIN: 555-11-6666

Email: dellastreet@justiceblind.com 3

Phone: 415-555-6677 Fax:

Address 1: 123 Legal Lane City: San Francisco
Address 2: State: CA Zip: 94114
Address 3: Country:

[Create Voucher](#) 4

You will be taken to the CJA-21 voucher. A message will appear saying that the voucher cannot be submitted until the expert is approved by the court. However, you can create (and enter claims) the voucher while you are waiting for the court to approve the expert. Once you click the Create Voucher button, the proposed expert will appear on the CJA staff's home page as a pending user. Once staff approves the expert, the voucher can be submitted.

CJA-21 Voucher entry
Def.: Bomber, Yuen A.
[Link to CMECF](#)

Voucher #:
Start Date: 6/8/2012
End Date: 6/8/2012

Basic Info

| | | | |
|---------------------------------|--|---|----------------|
| 1. CIR. DIST. DIV. CODE -09 | 2. PERSON REPRESENTED Bomber, Yuen A. | VOUCHER NUM | |
| 3. MAG. DIST. DEF. NUMBER | 4. DIST. DIST. DEF. NUMBER | 5. APPEALS DIST. DEF. NUMBER 9-11-AP-00173-1 | 6. OTHER DIST. |
| 7. IN CASE MATTER OF(Case Name) | 8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, | 9. TYPE PERSON REPRESENTED | 10. REPRESENT |

From this point, the process is the same as if the expert had an existing authorization. Refer back to the instruction starting on page 5 of this manual on how to complete and submit the CJA-21 voucher.

CJA-24 Voucher Process - for Attorneys

To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system as well as file the transcript request in CM/ECF.

1. Log into eVoucher.
2. Navigate to the Appointments List box on your Landing Page.
3. Select the case for which you need a transcript produced.
4. From the Appointment Info page, click on Auth-24 Create (left margin).
5. Complete the boxes with the red * (there are three).
6. Click the Save button at the bottom of the page.
7. Review the information on the page. Click Next at the bottom of the page.
8. Upload document if appropriate. Click Next at the bottom of the page.
9. On the Confirmation page, review all information for accuracy. Check the Affirmation box. Click Submit.
10. You should receive a 'Success' message indicating your request has been submitted to the court.
11. The Auth-24 document now appears in the 'My Service Provider's Documents' box

The judge will review the request. Upon approval of the Auth-24, counsel will receive an e-mail confirming that the request for transcript production has been approved. The Auth-24 document will now appear in the 'My Closed Documents' box on the Landing Page. The Court Reporter prepares the transcript.

Upon being notified that the transcript is ready, the attorney must do the following:

1. Log into eVoucher.
2. Navigate to 'My Active Documents' box.
3. Select the CJA-24 voucher (Submitted to Attorney).
4. Navigate to the Confirmation page. Check the box. Click Approve. (the purpose of this is to confirm that the attorney has received the transcript).
5. The CJA-24 voucher will be submitted to the court for approval so the court reporter can get paid for the production of the transcript.

CJA 26 (Rev. 03/12)

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

THIS FORM PROVIDES INFORMATION TO SUPPORT 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. [SECTION 230.23.40](#) OF THE GUIDELINES FOR ADMINISTERING THE CJA AND RELATED STATUTES, IN THE *GUIDE TO JUDICIARY POLICY*, VOLUME 7, PART A, CHAPTER 2, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY [SECTION 230.30\(b\)\(1\)](#) OF THOSE GUIDELINES, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME:

CASE NAME:

DOCKET NUMBER:

DEFENDANT NUMBER:

VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATES): _____ TO _____

TOTAL NUMBER OF IN-COURT HOURS: _____ SPECIFYING: PRETRIAL HEARINGS _____ TRIAL _____
SENTENCING HEARINGS _____ ALL OTHER IN-COURT _____
TOTAL NUMBER OF OUT-OF-COURT HOURS: _____

2 OFFENSES CHARGED:

NUMBER OF COUNTS CHARGED: _____ NUMBER OF CO-DEFENDANTS: _____

OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:

IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:

WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? YES _____ NO _____

3 DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

4 LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):

5 SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

6 EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 21 VOUCHER):

7 CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT/FAMILY _____ LANGUAGE DIFFERENCE _____
ACCESSIBILITY OF CLIENT _____ OTHER _____

8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500:

9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:

INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.

SIGNATURE OF APPOINTED ATTORNEY:

DATE: