

## THINGS TO KNOW BEFORE SUBMITTING YOUR EVOUCHER CJA-20/30

### VOUCHERS ARE PUBLIC DOCUMENTS

Vouchers, once approved, are subject to public inspection. Counsel may request redaction of portions of the voucher pursuant to 18 USC 3006A(d)(4)(D) in consideration of protecting the client's interests, attorney-client privilege, individual personal safety or any other interest that justice may require.

### DEADLINE FOR SUBMITTAL

CJA Vouchers are due **45 days** from the date of the mandate, unless good cause is shown. If counsel submits after that time, a motion for leave to file late supported by a statement of good cause should be included. If counsel files a petition for certiorari with the Supreme Court, the voucher is due on the date of that filing.

### REIMBURSEMENT FOR ATTORNEY TIME

All attorney time should be reported in tenths (0.1) of an hour. Time reported differently, e.g., in quarter hour increments, may result in rounding time downward.

### 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 must submit with the voucher a detailed memorandum supporting and justifying the excess payment as necessary to provide fair compensation. This memorandum must be signed and should provide a narrative statement as to why the case is complex or unusually extended. Counsel may use the CJA-27 form or provide the equivalent information in memo form. In either case, the document must be uploaded to the eVoucher submission.

### TRAVEL EXPENSES AND OTHER EXPENSES

All reimbursable out-of-pocket expenses incident to this appellate representation should be itemized on the services page. Travel by privately owned vehicle should be claimed at the rate currently applicable for federal employees (current rates attached on page 3). Travel by means other than privately owned vehicle, e.g., taxi, car rental or airfare, should be claimed on an actual expense basis and entered on the expenses tab of eVoucher. Reasonable expenses for lodging and meals will be reimbursed on an actual expense basis up to the prevailing limits prescribed for federal employees (current rates attached on page 3) and entered on the expenses tab of eVoucher.

Reimbursable expenses may include the cost of computer assisted legal research. Expenses for legal research assistance are governed by paragraph 230.63.30 of the **Guide to Judiciary Policies and Procedures**.

**NOTE:** All expenses claimed, other than mileage, should be accompanied with appropriate documentation, such as, receipts or invoices.

## PAYMENT CERTIFICATION AND APPROVAL

Every claim for compensation for services rendered and/or reimbursement for expenses incurred will be reviewed for both reasonableness and compliance with the CJA and the CJA Guidelines by this court. If the total amount approved for compensation (both in and out of court), not including any expenses, is less than or equal to the statutory case limitation, the claim will be forwarded by the reviewing judicial officer to the clerk of court for processing for payment.

If counsel is claiming compensation in excess of the statutory case limitation, the voucher will also be reviewed by the Chief Judge of the court of appeals, or his designee. The Chief Judge of the court of appeals (or the active circuit judge to whom the chief judge has delegated excess compensation approval authority) may either authorize the excess compensation originally approved by the reviewing judicial officer or modify the amount to be paid. The voucher will then be forwarded to the clerk of court for processing payment.

## WRIT OF CERTIORARI

Time and expenses in connection with the filing of a petition for writ of certiorari should be included on the CJA-20 submitted to the Court of Appeals. **In Addition, a copy of the writ must accompany your voucher in the documents tab of eVoucher.**

## RATES

ON OR AFTER	NON-DEATH PENALTY CASES (IN AND OUT OF COURT TIME)	DEATH PENALTY CASES
JAN. 1, 2006	\$92.00	\$163.00
MAY 20, 2007	\$94.00	\$166.00
JAN 1, 2008	\$100.00	\$170.00
MAR 11, 2009	\$110.00	\$175.00
JAN. 1 2010	\$125.00	\$178.00
SEPT 1, 2013	\$110.00	\$163.00
MAR 1, 2014	\$126.00	\$180.00
JAN. 1, 2015	\$127.00	\$181.00
JAN. 1, 2016	\$129.00	\$183.00

## MAXIMUM ALLOWED WITHOUT A MEMORANDUM IN SUPPORT OF EXCESS FEES

If...	Then...
case is completed before 10/13/08	\$5000.00
case is completed before 03/11/09	\$5600.00
case is completed before 01/01/10	\$6100.00
case is completed before 03/01/14	\$6900.00

If...	Then...
case is completed before 01/01/15	\$7000.00
case is completed before 01/01/16	\$7100.00
case has work after 01/01/16	\$7200.00

### ASSOCIATE TIME

Associates and law clerk's work must be claimed at a lower hourly rate than the specified CJA amount. We do not specify a certain hourly rate—that is claimed at your discretion. For further information regarding billing for an associate's time, see 230.53 of the Guide to Judiciary Policies and Procedures.

### TRAVEL PER DIEM RATE

Current rate as of October 1, 2015 is \$204.00 which includes your hotel and meals. Please attach receipts in the documents tab of your voucher.

### MILEAGE

Please use the rate that applies at the time of your travel.

ON OR AFTER	RATE
01/01/04	.375
02/04/05	.405
09/01/05	.485
01/01/06	.445
02/01/07	.485
03/19/08	.505
08/01/08	.585
02/01/09	.55
01/01/10	.50
01/01/11	.51
04/17/12	.555
01/01/13	.565
01/01/14	.56
01/01/15	.575
01/01/16	.54

### FOR MORE INFORMATION

General information regarding the CJA vouchering process can be found at <https://www.fd.org/cjaort/cjaort/processes.html#/?page=2>.

Questions also can be directed to the Clerk's Office at 513-564-7000.