



**MEMORANDUM**

**August 6, 2012**

**TO:** CJA Panel Attorneys for the  
Northern District of Georgia

**FROM:** Janet F. King  
*James M. Hatcher*  
Chief United States Magistrate Judge

**SUBJECT: Funding for Expert and Other Services**

The attached memo from the Administrative Offices of the United States Courts, Office of Defender Services Assistant Director, Theodore Lidz, will directly affect your billing practices as a CJA Panel Attorney and is provided for your information and action as appropriate.

Based on the attached memo, CJA Panel Attorneys in the Northern District of Georgia will now be required to handle the expert and/or other service expenditures in their CJA cases differently.

Formerly, the statutory limit for expert/other service providers was interpreted by this Court to mean \$800 per service, per case. **This is no longer allowed pursuant to the attached memo.** All expert/other service provider costs will now be combined when calculating the \$800 expenditure limitation. So all expenditures in each case will now be combined and capped at \$800. **Preapproval to spend over \$800 per case is now mandatory.** Once the combined cost of all expert/other services provided in a case reaches the \$800 cap, you will be required to motion the Court for advance approval before you incur any additional costs for any expert/other services. Note: The District and Magistrate Judges authorization for these combined expenditures per case remains \$2,400. Any additional expenditure will require approval by the 11th Circuit.

The new procedures will go into effect on August 6, 2012. If you currently have expenditures in a case that exceed the combined total of \$800, you are encouraged to immediately obtain MJ approval for the limit of \$2,400, and if in excess of that amount,

promptly prepare the necessary paperwork for review by the MJ and submission to the 11th Circuit.

Accurate and timely tracking of the expenditures for each of your cases is more critical than ever. Failure to obtain the necessary approvals could result in the denial of the expenditure.

We have created an optional tab on the CJA Automated Billing Program form on the Court's website for your use to track these expenditures.

CJA Forms 21 and 31 along with the instructions have been updated on the Court's website.

Please let any CJA Clerk know if you have any questions or concerns. Their telephone numbers are, Judith Motz 404-215-1601, Jamee Green 404-215-1301, and Krystal Smith 404-215-1676.

Thank you.