



MEMORANDUM

December 10, 2009

TO: CJA Panel Attorneys of the United States District Court
for the Northern District of Georgia

FROM: James N. Hatten
Clerk of Court

A handwritten signature in black ink, appearing to read "James N. Hatten".

SUBJECT: CJA 20 Automated Billing Program

In an effort to streamline current CJA billing procedures, the Judges of the United States District Court for the Northern District of Georgia have approved the CJA 20 Automated Billing Program (the Program) for use by panel attorneys in the Northern District of Georgia. This Program can be used by the CJA attorney for the creation and calculations of their vouchers. This functional, user friendly Program will save time for judges, appointed attorneys, and CJA clerks.

In January 2007, the Ninth Circuit implemented the CJA 20 Automated Billing Program. Since that time, several district courts, including Alaska, Arizona, Idaho, California Northern, and Washington Western, and their CJA attorneys have used the Program for completion and submission of CJA 20 vouchers.

The Program is Excel worksheet based, with tabs along the bottom. Each tab completes a portion of the CJA 20 voucher. Since the Program is Excel based, it can auto-calculate hourly rates based on the information entered for each billable time increment. The Program will also calculate applicable mileage rates based on the date of the entry. The end result of the Program is a product that includes a clear and easy to read itemization, summary page, a completed CJA 20 voucher, and if needed a CJA 26 form (Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Maximum: District Court) with pre-filled case details header. The itemization contains all information entered in a standardized format. Use of the new CJA

20 Automated Billing Program is an optional alternative to our current procedures.

Benefits to the Program include:

- Reducing voucher submission-time for the attorney, since time and expense calculations are automatically transferred to the CJA-20 as the worksheets are completed;
- Electronic availability of a CJA 26 form (Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Maximum: District Court) for vouchers which exceed the statutory maximum;
- Automatic calculation of all hour and mileage computations based on date;
- Expedited payment process -- in some instances, payment may be expedited by as much as two weeks;
- Ability to electronically provide a cumulative payment record in interim or supplemental voucher cases.

Currently, panel attorneys must submit the original appointment voucher for payment, with a blue ink original signature from the appointing magistrate judge. The CJA 20 Automated Billing Program voucher will not contain this signature as the form will be computer generated. Now, the Court requires the submission of the original appointment voucher along with the printed copy of the CJA 20 Automated Billing Program Voucher.

Guidance:

A CJA 20 Automated Billing Program Attorney Training Guide is provided for users' assistance on the Court's website at www.gand.uscourts.gov. Attorneys must print the new voucher with the itemization, and mail all documents to the Court's CJA Clerk with any original receipts or necessary authorizations. Attorneys will attach the original appointment voucher to the Program form.

The Court has approved a six-month test period, and will re-evaluate the Program after the six-month test period to determine attorney satisfaction and the Court's preferences as to continuation, expansion, or termination of the test program.

The CJA 20 Automated Billing Program offers future growth opportunities to adapt with the ever changing electronic needs of the Bar and the Court. We hope you find the CJA 20 Automated Billing Program an effective method for preparation of your vouchers, as well as an easy way to maintain your records.

Please contact Judith Motz at 404-215-1601 or Jamee Green at 404-215-1656 with any questions or concerns regarding the CJA Automated Billing Program. Thank you for your cooperation and support of this test Program.