

The Sixth Amendment guarantees the rights of criminal defendants, including the right to a public trial without unnecessary delay, the right to a lawyer, the right to an impartial jury, and the right to know who your accusers are and the nature of the charges and evidence against you.

The Criminal Justice Act provides for legal representation of defendants who are financially unable to retain their own counsel.

Representation includes investigative, expert and other necessary services which may be required in addition to legal representation.

INTRODUCTION

The Criminal Justice Act (CJA), 18 U.S.C. § 3006A(a)(1), of the *Guide to Judiciary Policy* (the Guide) requires the United States District Court, with the approval of the judicial council of the circuit, implement a plan for providing adequate representation to any individual who is financially incapable of retaining counsel. This includes any individual who is:

- a. charged with a felony or with a Class A misdemeanor;
- b. a juvenile alleged to have committed an act of juvenile delinquency as defined in 18 U.S.C. § 5031 (see: 18 U.S.C. § 5034 (on appointment of counsel); Guide, Vol 7A, § 320.50 (on appointment of a guardian ad litem));
- c. charged with a violation of probation;
- d. under arrest, when such representation is required by law;
- e. entitled to appointment of counsel in parole proceedings;

[Note: The reference to representation at parole proceedings was deleted from the CJA according to the November 1, 1987 repeal of 18 U.S.C. chapter 313. However, the savings provisions of the Sentencing Reform Act of 1984, as amended by the United States Parole Commission Extension Act of 2013 (Pub. L. No. 113-47 (October 31, 2013)), state that existing law pertaining to parole will remain effective for 31 years after November 1, 1987, with regard to persons specified in the savings provisions, and certain laws relating to parole will remain effective until the expiration of the sentence received by other persons specified in the savings provisions. This includes laws governing the right to counsel in parole proceedings.]

- f. charged with a violation of supervised release or faces modification, reduction, or enlargement of a condition, or extension or revocation of a term of supervised release;
- g. subject to a mental conditioning hearing under 18 U.S.C. § 311 (see: Guide, Vol 7A, § 220.30(f) and § 230.23.20(i)(5));
- h. in custody as a material witness;
- i. entitled to the appointment of counsel under the sixth amendment to the Constitution, or faces loss of liberty in a case and federal law requires the appointment of counsel;
- j. seeking to set aside or vacate a death sentence under 28 U.S.C. § 2254 or § 2255; or
- k. is entitled to appointment of counsel in connection with prisoner transfer

proceedings under 18 U.S.C § 4109.

Whenever the U.S. magistrate judge or the court determines that the interests of justice so require, representation may be provided for any financially eligible person who is: (1) charged with a petty offense (Class B or C misdemeanor or an infraction) for which a sentence to confinement is authorized; or (2) seeking relief under 28 U.S.C. §§ 2241, 2254, or 2255 (but see: Guide, Vol 7A, § 210.20.10(j) on the mandatory appointment of counsel in death penalty habeas corpus cases and § 220.45 on the requirement for appointment of counsel for an evidentiary hearing);

I. APPLICATION FOR CJA PANEL

A. PURPOSE OF CJA PANEL

To improve overall quality of representation for indigents in this court, the Judges have established a Criminal Justice Act Panel Committee whose duty shall be to screen applications by attorneys to a rotating panel available for appointment under the CJA Act. Such appointments will be made after qualifications and experience of the applicants are thoroughly reviewed and evaluated by the Committee.

B. HOW TO APPLY

For Membership to the Criminal Justice Act Panel an application may be obtained by contacting the Chief Magistrate Judges Office at (404) 215-1385 or submitting an application to 2007 U.S. Courthouse, 75 Spring Street, S.W., Atlanta, Georgia 30303. Membership applications are also located under the forms button in the Criminal Justice Act main page. The membership review process can take from six to eight weeks.

II. RESPONSIBILITIES

A. ATTORNEY'S RESPONSIBILITY

In addition to the responsibility of adequately representing an individual in court, a CJA Panel Attorney must maintain complete and accurate records with respect to time spent in court, time spent out of court, copy logs, travel, travel expenses, mileage and other expenses which may arise and are allowed as reimbursable items under the CJA Act. The aforementioned items must be documented on worksheets and attached to a voucher for payment. The voucher must provide the CJA Clerk with a description of the work done to enable the CJA Clerk to determine the reasonableness of the CJA voucher. Vouchers must be submitted with original signatures by both the attorney and the appointing judge. Failure to comply with this may result in a delay of payment to counsel or any service provider.

B. CJA CLERK'S RESPONSIBILITY

The responsibility of the Clerk's Office CJA Clerk is to perform an objective audit of all vouchers being submitted for payment. The CJA Clerk will check for proper billing rates, mathematical errors, eligibility for reimbursement and compliance with guidelines with regard to statutory limits, etc.

C. JUDGE'S RESPONSIBILITY

The responsibility of the Judicial Officer is to authorize payment of vouchers for fees that are reasonable and necessary using his or her discretion. The Judicial Officer will also forward any vouchers exceeding the statutory limits to the Eleventh Circuit Court of Appeals for final approval.

III. OTHER IMPORTANT INFORMATION

A. WHERE TO SUBMIT VOUCHERS

Do not send vouchers directly to chambers. All vouchers must be sent to the CJA Clerk, 2211 U.S. Courthouse, 75 Spring Street, S.W., Atlanta, Georgia 30303-3361.

B. INTERIM BILLINGS

In the event you will be submitting interim billings, you may use a photocopy of the appointment voucher. Permission must be granted for any panel attorney to submit more than one voucher per representation by Court order, written or verbal communication. An interim voucher requires a court order and consists of more than one submission on a schedule requiring an approved budget, or supplemental voucher which is one voucher plus a 'final' voucher, two total submissions.

C. ITEMIZATION INSTRUCTIONS

Each voucher must have an itemization attached for any claims made for in-court or out-of-court compensation as well as for any expenses claimed, regardless of the nature of the expense. Failure to include an itemization will result in the voucher being returned to the attorney.

1. Each itemization must include the docket number and the name of the defendant represented.
2. Voucher entries must contain the date the service was performed, a description of the activity performed and the time spent performing the activity or service. Total hours for each service category must be transferred to the appropriate column on the front of the CJA form.
3. The Court limits the time claimed for attorney travel regardless of actual travel time to one (1) hour to/from the Courthouse, and two (2) hours to/from any detention center for the Atlanta and Rome Division representations.

D. SUBMIT BY

Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown ([§ 230.13 Time Limits](#), the Guide). Vouchers for expert service providers may be submitted upon completion of the service.

E. PAYMENT AUDIT REVIEW

All CJA payments are subject to post-audit; contemporaneous time and attendance records as well as expense records, must be maintained for three years after approval of the final voucher.

Please see the additional information contained in this website for forms and rates.

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