



Criminal Justice Act

Common Mistakes That Delay CJA Payments

- Lack of Court Orders / Authorizations.
- Lack of original receipt documentation. CJA-26 forms (if applicable).
- Limited detail about activity; strike a balance between too much and too little detail.
- Incorrect personal information.
- Late submission - vouchers submitted over 45 days after final disposition of the case. This may result in the reduction or denial of your voucher.
- No response to inquiries from CJA Clerk(s).
- Miscommunication between attorneys and their secretaries.
- Attorneys must contact the CJA Clerk directly to arrange travel. Judge approval required for any travel outside the district.