

SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING CJA 20

WHAT/WHEN/WHERE TO SUBMIT

✓ **ORIGINAL CJA 20 VOUCHER.** If you have misplaced the original voucher issued by this Court (with an original judicial signature), you will need to obtain a certified copy from the Clerk's Office.

✓ **ITEMIZATION OF SERVICES RENDERED** List by category, then chronologically by each service performed and the date and time spent performing service per categories listed on the CJA 20 voucher form, or use the CJA 20 Automated Billing Program located on the CJA portion of the Court's website (www.gand.uscourts.gov), see "For Attorneys."

✓ **ITEMIZED RECEIPTS, INVOICES AND PROOF OF PAYMENT** must accompany claims for commercial copying, computer assisted legal research, postage, parking, tolls and all other miscellaneous expenses in excess of \$50.

✓ **SUBMIT NO LATER THAN 45 DAYS AFTER SENTENCING, OR FROM THE FILING OF THE NOTICE OF APPEAL.**

✓ **SEND** Completed voucher, itemization, original receipts, and applicable Court authorizations to: CJA Clerk, 2211 United States Courthouse, 75 Ted Turner Drive, SW, Atlanta, Georgia 30303-3361.

COMPENSATION CLAIM

Claim all time spent representing your client from the date of the order appointing you through and including disposition of the case. The date of appointment appears in block 13 on the CJA 20 form voucher, below the signature of the presiding judge or magistrate. **Do not claim any time prior to the date of the order of appointment, or the nunc pro tunc date.**

- ◆ In or out of court time charges for lunch recesses are not allowed.
- ◆ Decimal system to TENTHS must be used to designate time charges (6 minutes = 0.1, 12 minutes = .2).
- ◆ Secretarial work (copying, faxing, mailing, etc.) associated with CJA representation, whether work is performed by counsel or other personnel, is not reimbursable. Services of a personal nature, such as assisting the defendant in the disposition of his/her personal property, or providing legal assistance in matters unrelated to the litigation of the case even though incidental to the defendant's arrest, are not compensable.

§230.76 Time records for all services rendered shall be maintained and made available for random audit for a period of three years after payment.

HOURLY RATES In Court: \$129 Out-of-Court: \$129 For work performed on or after 1/1/2016

Rates from 1/1/15-12/31/15: In/Out of Court \$127; 3/1/14-12/31/14: In/Out of Court \$126; Rates from 9/1/13-2/28/14: In/Out of Court \$110; Rates from 1/1/10-8/31/13: In/Out of Court \$125.

AGGREGATE COMPENSATION CAPS (Exclusive of allowable expenses)

	1/1/16 and after	1/1/15 -12/31/15	3/1/14- 12/31/14	1/1/10-2/28/14	
FELONY, HABEAS	\$10,000	\$9,900	\$9,800	\$9,700	Claims exceeding these limits may be approved at the discretion of the Chief Judge of the 11 th Circuit or delegate.
MISDEMEANOR	\$ 2,900	\$2,800	\$2,800	\$2,200	
OTHER	\$ 2,100	\$2,100	\$2,100	\$1,700	

ALLOWABLE EXPENSES

TRAVEL EXPENSE LIMITATIONS:

Automobile mileage: 54 cents per mile for travel on or after 1/1/16 until current date. 575 cents per mile for travel on or after 1/1/2015 to 12/31/15. 56 cents per mile for travel on or after 1/1/2014 to 12/31/14. 565 cents per mile for travel on or after 1/1/2013 to 12/31/13. 555 cents per mile for travel on or after 4/17/2012 to 12/31/2012. 51cents per mile for travel on or after 1/1/11 to 4/16/2012. Tolls and parking fees may also be claimed with receipts. Travel time should normally be measured from counsel's principal place of business, unless the travel commences from a different location and measuring the travel from that location results in a lower cost to the Court. As of 9/18/2012, the Court will limit the time claimed for attorney travel, regardless of actual travel time, to 1hr. to/from the U.S. District Courthouse, and 2 hrs. to/from any detention center for the Atlanta and Rome Divisions.

Airfare coach/discount fare allowable; must be pre-approved by judge. A Court Order approving the travel is required prior to the booking of any air reservation. All airline tickets should be purchased at the reduced government rate obtained through the Clerk's Office, CJA Clerk, 404-215-1609, or 1676. A court order is required for submission of any travel expenditures.

Food & Lodging actual expenses (with detailed itemized receipts) subject to limitations governing compensation for federal employees. Contact CJA Clerk for current guidelines. Court order authorizing travel must be attached. Meal expenses reimbursable only for overnight out-of-town travel, with a Court order.

PHOTOCOPYING:

In-house: actual costs up to 15 cents per page (must indicate number of pages and cost per page charged).

Commercial: actual costs up to 25 cents per page (must provide invoice indicating number of pages, cost/page and proof of payment). Commercial copy invoices over \$50 should be claimed on CJA21 payable directly to service provider.

COMPUTER ASSISTED LEGAL RESEARCH: Submit a statement of the issues researched with an estimate of the number of attorney hours required to do the research manually (copy of receipt/invoice must be included).

OUT-OF-POCKET MISCELLANEOUS EXPENSES: Includes necessary toll and long distance telephone calls, supplies (other than usual office supplies), postage. Original receipts and/or detailed logs are required for all expenses.

NON-REIMBURSABLE EXPENSES

- **EXPRESS MAIL, COURIER, FAX CHARGES:** For delivery of items that could have been mailed via U.S. Postal Service first-class mail, additional expenses will be reimbursed only if a satisfactory explanation is given why regular mail service or electronic filing was not utilized.
- **OFFICE OVERHEAD:** Routine operating expenses (secretarial time, office rental, etc.) are noncompensable.
- **FEES:** Filing fees, witness fees, and service of process are not payable out of the CJA appropriation. Fact witness fees and subpoenas are paid by the Department of Justice [see Fed. R. Crim. P., Rule 17(b)].

EXPERT AND OTHER SERVICES

TRANSCRIPTS: Must be claimed on CJA Form 24. Court Reporters may be contacted directly. Deposition transcripts are paid by the DOJ per Fed. R. Crim P., Rule 15.

INVESTIGATOR, INTERPRETER AND OTHER EXPERT WITNESS FEES: Must be claimed on CJA Form 21. **Prior** approval from the judge should be obtained for cumulative service costs in excess of \$800 up to \$2,500 for work performed on or after January 1, 2016 (up to \$2,400 for work performed from 5/27/10-12/31/15). Circuit approval is required for cumulative service costs in excess of \$2,500 for services performed on or after January 1, 2016. Expert hourly rates in excess of \$70 per hour require pre-approval of the hourly rate from the district or magistrate judge. Contact your CJA Clerks for current interpreter rates or see **CJA Expert Service Providers** and **Interpreters Rates** on the Courts website at <http://www.gand.uscourts.gov/attorneys> for additional guidance.

PSYCHIATRIC EVALUATIONS: To determine competency to stand trial under 18 USC § 424, services are generally paid by the DOJ, regardless of which party requests the examination. Call the CJA Clerk for additional information.

PARALEGAL SERVICES: Paralegal services are compensable on a CJA Form 21. Hourly rates must be pre-approved by the court. Please include a detailed **itemization** of services, an **affidavit** certifying the hourly rate charged to the Court and that no other compensation for the service will be obtained. The rate charged to the court may not exceed the rate as charged by the law firm.

ERRORS

LEGIBILITY: Voucher and itemization must be legible. Verify correct spelling of your name and your **current** mailing address. Update case number and judge designation if applicable. It is requested to use font 11 or larger on the itemization. Printed hard copies of the voucher, itemization, and original receipts, should be submitted for payment. Electronic submission or faxing is not allowed.

OMISSIONS: All appropriate blocks must be completed (boxes 15-22). Hours claimed must be **by category** as listed in sections 15 and 16, and categories must be in order on itemization. Disposition code is required (block 21). Please address all questions in block 22.

FAILURE TO ADD, MULTIPLY AND TRANSFER FIGURES CORRECTLY: Numbers on voucher, itemization and supporting documentation must correspond. It is strongly recommended that council utilize the Courts CJA 20 Automated Billing Program, found on the Court's website for preparation of CJA 20 vouchers.

SUPPORTING AUTHORIZATIONS / ORDERS: All documentation (including court orders and circuit authorizations) approving expenditures and services, shall be attached to the voucher and itemization.

NOTE: Vouchers which require correction, lack required memoranda or supporting documentation, or are incomplete will be returned to counsel with instructions for compliance. Please see Common Mistakes that Delay CJA Payments for additional information.

VOUCHERS AND QUESTIONS: can be addressed to the CJA Clerk, U.S. District Court, 2211 U.S. Courthouse, 75 Ted Turner Drive, S.W., Atlanta, Georgia 30303-3361. Telephone: Michaela Harris at (404) 215-1609 or Krystal Smith at (404) 215-1676. Eff. January 1, 2016