

EMAIL

Re: Local Changes - Various Matters

September 28, 2012

Travel Restrictions

In all Atlanta and Rome Division cases, attorney travel time claimed to the courthouse is limited to one hour round-trip, regardless of the actual time incurred. Travel time to any detention facility is limited to two hours round-trip. This change became effective immediately, and should be reflected on any vouchers not yet submitted, regardless of your appointment date. *No travel time restrictions have been placed on Newnan or Gainesville cases at this time.*

Authorization for Expert/ Other Services

Per the instructions from the Administrative Offices of the United States Courts, all expert/ other service provider costs will now be combined when calculating the \$800 pre-approved expenditure limitation. Once a cumulative \$800 has been reached, you must motion the Court for authorization prior to incurring additional expert/ other service costs. We recommend in the future that you strive to request a cumulative amount for all expert service providers in an order, rather than obtaining separate orders for each individual service. We are attaching a sample order that was distributed on September 17, 2012. Please feel free to use the order if you feel it will assist you with expert service funding in your case. This change became effective August 6, 2012. If you have orders for individual services (such as interpreters or investigators), they will still be applied to your case under the new procedures. We have also added a tab labeled "service providers" to the Automated Billing Program on our website. This could help in tracking your expert service costs; however, please keep in mind that your expert service costs should still be claimed on the CJA-21 form rather than your CJA-20 voucher.

Approval for Expert/ Other Services

Effective immediately, once Circuit approval is necessary for service providers in your case (funding over \$2,400), all CJA attorneys must provide a detailed letter (on the attorney's letterhead) to one of the CJA Clerks explaining the amount of money spent so far on the case, and requesting the expected funds needed to conclude the case. To expedite matters, the CJA Clerks will accept the letter via email, provided that it is drafted on the attorney's letterhead and scanned. The CJA Clerks will complete the appropriate memorandum for signature by the Magistrate judge and track the progress to the Eleventh Circuit.

Case Budgeting

In any case in which a CJA attorney anticipates that defense costs (including attorney and expert/

other services) may exceed \$30,000, the attorney must prepare a budget using CJA form 28B, Attorney-Services Summary Budget Worksheet for Non-capital Representations with the Potential for Extraordinary Cost, and submit it to the Magistrate Judge assigned to the case for approval. The budget must be approved by the court before the fees and costs in excess of \$10,000 are incurred. A explanatory memorandum and budgeting forms may be found at <http://www.gand.uscourts.gov/bar/cja.php>. If a budget has not been submitted in a timely manner and approved, the court may reduce or deny a voucher that exceeds \$30,000. This requirement became effective September 24, 2012.

Interpreter Services

CJA attorneys utilizing interpreter services in their cases, should ensure that the interpreters they retain are aware of the current rate structure for federally certified and/or professionally qualified (Georgia state certified) interpreters in this Court. The current rates may be found at www.gand.uscourts.gov. Each interpreter is allowed to claim the applicable half day rate for working up to four hours. For any work in excess of four hours, they will be reimbursed at the hourly rate up to eight hours.

Translation and Transcription Services

The translation of written documents is separate from oral interpreter services, and must receive it's own approval after the \$800 pre-approved amount has been reached, unless specifically noted in an order that oral and written costs may be combined together.