

# UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

## CJA eVoucher Program - Attorney Acknowledgment Form

Under the CJA eVoucher Program, you will be electronically filing CJA vouchers and related documents with the Northern District of Georgia. When using the CJA eVoucher Program, you must abide by the Federal Rules of Criminal Procedure, the Guide to Judiciary Policy CJA guidelines, the Local Rules and CJA Plan of the Northern District of Georgia, and any policies of the Northern District of Georgia relating to court-appointed representation that may be found on the District Court's website.

We are pleased that you have agreed to serve on the CJA Panel. This work is comparable to work performed *pro bono publico*. The fee you will receive likely will be less than your customary one for retained cases due to limitations on the hourly rate of compensation and the case compensation maximum amounts contained in the Criminal Justice Act (18 U.S.C. § 3006A), the Guide to Judiciary Policy, Vol. 7A, Ch. 2, and other limitations on compensation that may be established by this Court as indicated on the District Court's website. In fixing compensation, the Court may take into account factors other than the hours expended multiplied by the hourly rate allowed under the Act.

### **Compensation:**

Case compensation maximums can be found at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-2-ss-230-compensation-and-expenses>.

Payments in excess of CJA compensation maximums may be made only when such payment is necessary in order to provide fair compensation in cases involving extended or complex representation. A case is either extended or complex in the following circumstances:

- A case is "complex" if the legal or factual issues in a case are unusual, thus requiring the expenditure of more time, skill, and effort by the lawyer than would normally be required in an average case.

- A case is “extended” if more time is reasonably required for total processing than the average case, including pre-trial and post-trial hearings.

**Excess Payment:**

After establishing that a case is either extended or complex, the approving judicial officer will determine if excess payment is necessary to provide fair compensation. The following criteria may be used in making this determination:

- responsibilities involved measured by the magnitude and importance of the case;
- manner in which duties were performed;
- knowledge, skill, efficiency, professionalism, and judgment required of and used by counsel;
- nature of counsel’s practice and injury thereto;
- any extraordinary pressure of time or other factors under which services were rendered; and
- any other circumstances relevant and material to a determination of a fair and reasonable fee.

**If you anticipate that your requested fee will exceed the case compensation maximum, you are required to write to the magistrate judge assigned to the case to inform the judge of this possibility. Your communication to the judge should briefly outline the reasons why the fees/expenses may exceed the maximum. Addressing this issue early in the process will help avoid a reduction in your requested fee when subsequently submitted.**

**eVoucher Billing:**

You are responsible for ensuring that your user information, including your billing information in CJA eVoucher, is accurate and current. The combined use of your username and password within the CJA eVoucher Program serves as your signature for the purpose of filing vouchers or documents.

**Username and Password:**

You are responsible for protecting and securing your username and password against unauthorized use. If you have any reason to suspect that either your username or password has been compromised, you must immediately notify the Clerk of Court of the suspected breach of security.

**I HAVE READ AND UNDERSTAND THE RULES OF THE COURT AS STATED ABOVE AND AS PROVIDED ON THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF GEORGIA'S WEBSITE.**

\_\_\_\_\_  
Attorney Printed Name

\_\_\_\_\_  
Attorney Signature

Date: \_\_\_\_\_