

## **SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING CJA VOUCHERS**

**☒ SUBMIT VIA CJA E-VOUCHER NO LATER THAN 45 DAYS AFTER SENTENCING OR FROM THE FILING OF THE NOTICE OF APPEAL.**

**☒ ITEMIZATION OF SERVICES RENDERED:** List services by category. Do not combine service types in one entry.

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

### **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 appointment date can be found on the Appointment Info page of each eVoucher appointment. Do not claim any time prior to the date of the order of appointment or the nunc pro tunc date.

- Do not claim any time for lunch recesses.
- Decimal systems to tenths must be used to designate time charges (6 minutes = 0.1, 12 minutes = 0.2).
- Secretarial work (copying, scanning, mailing, downloading, e-filing, 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.

*Guide*, § 230.76 Attorney time and expense 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/Out of Court: \$172 For non-capital work performed on or after January 1, 2024**

Rates: 1/1/23-12/31/23: \$164, 1/1/22-12/31/22: \$158; 1/1/21-12/31/21: \$155; 1/1/20-12/31/20: \$152

### **AGGREGATE COMPENSATION CAPS (Exclusive of allowable expenses)**

	<u>1/1/24-</u> <u>present</u>	<u>1/1/23-</u> <u>12/31/23</u>	<u>1/1/22-</u> <u>12/31/22</u>	<u>1/1/21-</u> <u>12/31/21</u>	<u>1/1/20-</u> <u>12/31/20</u>	
FELONY, HABEAS	\$13,400	\$12,800	\$12,300	\$12,100	\$11,800	Claims exceeding these limits may be approved at the discretion of the Chief Judge of the 11 <sup>th</sup> Circuit or delegate.
MISDEMEANOR	\$ 3,800	\$ 3,600	\$ 3,500	\$ 3,400	\$ 3,400	
OTHER	\$ 2,900	\$ 2,700	\$ 2,600	\$ 2,600	\$ 2,500	

### **ALLOWABLE EXPENSES**

#### **TRAVEL EXPENSE LIMITATIONS**

**Automobile mileage:** 67 cents per mile for travel 1/1/24-present. See <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-mileage-rates/pov-mileage-rates-archived#auto> for previous rates. Tolls and parking fees may also be claimed. 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. All out of district travel must be pre-approved by a judge.

**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 and must be booked through the Clerk's Office, Michaela Harris, 404-215-1301, or Judith Motz, 404-215-1601. 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 are 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 a CJA-21 payable directly to the service provider.

**COMPUTER ASSISTED LEGAL RESEARCH:** Provide a copy of the invoice and receipt. Claim may require a brief statement of justification. PACER charges are not reimbursable, as CJA attorneys are not required to pay PACER fees in CJA cases.

**OUT-OF-POCKET MISCELLANEOUS EXPENSES:** Include necessary toll and long-distance telephone calls, supplies (other than usual office supplies), postage. Expenses must be itemized and reasonably documented.

### **NON-REIMBURSABLE EXPENSES**

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- **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 for why regular mail service or electronic filing was not utilized.
- **OFFICE OVERHEAD:** Routine operating expenses (secretarial time, office rental, etc.) are non-compensable.
- **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 (DOJ). Contact the USMS for service of process [see Fed. R. Crim. P. 17(b)].

### **EXPERT AND OTHER SERVICES**

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**TRANSCRIPTS:** Must be requested via form AUTH-24 in eVoucher and by contacting the court reporter:

<https://www.gand.uscourts.gov/court-reporter-directory>. Deposition transcripts are paid by the DOJ per Fed. R. Crim. P. 15.

	<u>Original</u>	<u>First Copy to Each Party</u>	<u>Each Additional Copy to the same Party</u>
Ordinary Transcript (30 days):	\$4.00	\$1.00	\$0.70
14-Day Transcript:	\$4.70	\$1.00	\$0.70
Expedited Transcript (7 days):	\$5.35	\$1.00	\$0.70
3-Day Transcript:	\$6.00	\$1.20	\$0.85
Daily Transcript:	\$6.70	\$1.35	\$1.00
Hourly Transcript:	\$8.00	\$1.35	\$1.00
Realtime Transcript:	One feed: \$3.40 per page, 2-4 feeds: \$2.35 per page, 5 or more feeds: \$1.65 per page		

**INVESTIGATOR, INTERPRETER, OTHER SERVICES, AND EXPERT WITNESS FEES:** Must be claimed on form CJA-21 and submitted in eVoucher. Prior approval from the magistrate judge via form AUTH in eVoucher must be obtained for cumulative service costs in excess of \$1000. Prior approval must also be obtained for non-routine services that do not exceed \$1000 (e.g., polygraph examiner, psychologist). Certain hourly rates may require preapproval by the judge. Please note that interpreters are entitled to full payment if services are canceled within 24 hours of the scheduled service time. Contact the CJA Clerk for more information. For current interpreter rates and additional guidance see **CJA - Interpreters and Service Provider Information** on the Court's website at <https://www.gand.uscourts.gov/attorneys>

**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 before incurring any charges.

**PARALEGAL SERVICES:** Paralegal services are compensable using form CJA-21 in eVoucher. Contact the CJA Clerk for hourly rates. Please include a detailed itemization of services. The rate charged to the court may not exceed the rate as charged by the law firm.

**ASSOCIATE ATTORNEYS:** If appointed counsel wishes to use the services of an associate attorney, counsel should file a motion and proposed order. Forward the signed order to the CJA Clerk so that the associate can be added to the appointment in eVoucher. Associates are compensated at a lower rate and their time is submitted on appointed counsel's voucher.

### **ERRORS**

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**BILLING ADDRESS:** Verify correct spelling of your name and your current contact information.

**OMISSIONS:** All appropriate sections must be completed. Please answer all questions at the Claim Status tab.

**AUTHORIZATIONS/ORDERS:** CJA-21 vouchers that are not linked to their respective eVoucher authorizations will be rejected. Supporting documents must be uploaded to the voucher.

**NOTE:** Vouchers which require correction, lack required supporting documentation, or are incomplete will be rejected. Please see **Common Mistakes That Delay CJA Payments** at <https://www.gand.uscourts.gov/cja-attorney-payments-and-information> for additional information.

**QUESTIONS:** Address any questions to the CJA Clerk, U.S. District Court, 2015 U.S. Courthouse, 75 Ted Turner Drive, S.W., Atlanta, Georgia 30303. Telephone: Michaela Harris at 404-215-1301 (backup: Melissa Gahring at 404-215-1676).