

MEMORANDUM

TO: All CJA Panel Attorneys
FROM: Linda T. Walker
Chief United States Magistrate Judge
DATE: October 13, 2017
RE: CJA eVouchers

I am pleased that you are a member of the CJA panel. As you may know, the Magistrate Judges in this district have been tasked with evaluating invoices to determine whether the services rendered are reasonable and necessary and making recommendations to the district judges regarding the payment of invoices. In connection with your appointment, I ask that you take a few minutes and familiarize or re-familiarize yourself with the "CJA Supplemental Instructions" located on the Northern District of Georgia's website at:

http://www.gand.uscourts.gov/sites/default/files/Supplemental_Instructions_CJA.pdf.

I would like to present to you a few reminders:

Your time entries must be recorded in tenth of an hour increments, and the descriptions must be specific enough to allow for meaningful review. A time entry such as "review discovery - 2.0" is not acceptable. Not only is the description vague, it also appears that the attorney is estimating the time expended and rounding to the nearest hour. Please accurately track your time and provide enough detail in the description (e.g., listen to twenty-two recorded calls placed between 10/2/14 and 11/2/14; review transcript from motion to suppress hearing in state court proceeding; legal research regarding sentencing enhancement for role in the offense;

draft discussion portion of particularized motion to suppress) to allow the judges assigned to your case to determine whether the services rendered are reasonable and necessary and whether the time billed for the task is appropriate.

The compensation maximum at the district court level for non-capital felony cases is currently \$10,300, excluding case-related expenses. Lower compensation maximums apply to misdemeanors and other types of CJA representation. As noted in the eVoucher acknowledgment form you signed and returned, if (and as soon as) you anticipate that your requested fee will exceed the maximum, you must advise the Magistrate Judge assigned to your case or his or her Courtroom Deputy in writing of the reasons why you think the fees may exceed the maximum. Please advise us before your fees exceed the maximum. Failure to follow this procedure will, absent extraordinary circumstances, result in your fee being cut. Invoices are due forty-five (45) days after sentencing or from the filing of the notice of appeal. Failure to timely submit a voucher will, absent good cause, result in the reduction or denial of your claim.

I also ask that you review the Guide to Judiciary Policy, Volume 7--Defender Services. The Guide provides comprehensive guidance to both attorneys and the Courts about how the CJA system operates, and how invoices are paid. Here is a link to Chapter 2, Section 230 of the Guide, titled "Compensation and Expenses of Appointed Counsel:"

http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-2-ss-230-compensation-and-expenses#a230_26.

If you have any questions about the eVoucher system, please do not hesitate to contact our CJA clerk, Michaela Harris, at 404-215-1301 or the Magistrate Judge assigned to the case.