



Criminal Justice Act

Common Mistakes That Delay CJA Payments

- Lack of Court Orders / Authorizations.
- Creating CJA-21s for service providers without checking for and linking to an existing authorization.
- Lack of proof of payment. Invoices typically do not prove payment.
- Lack of CJA-26 forms when exceeding the case compensation maximum.
- Not timely following up on rejected vouchers.
- Limited detail about activity; strike a balance between too much and too little detail.
- Incorrect personal information.
- Late submission - vouchers submitted over 45 days after final disposition of the case.
- No response to inquiries from CJA Clerk(s).
- Miscommunication between attorneys and their staff, particularly on login credentials.
- Attorneys must contact the CJA Clerk directly to arrange travel. Judge approval required for any travel outside the district.