

# US District Court, District of Maine Attorney Guidance for CJA Vouchers

## Compensation – Services

### Do...

- Do check current CJA Panel Attorney hourly rates and case compensation maximums at [http://www.uscourts.gov/uscourts/cjaort/compensation\\_expenses.html#/?page=1](http://www.uscourts.gov/uscourts/cjaort/compensation_expenses.html#/?page=1)
- Do break down claims by service category type, hourly rate, and in tenths of hours, conforming significantly with the in/out-of-court/expense forms available on our website <http://www.med.uscourts.gov/operations/cjaforms.htm>
- Do submit your claim, in paper form, on the original CJA 20 voucher provided with attached worksheets detailing services and expenses with Box 22 completed and signed
- Do, if your total compensation claimed exceeds the statutory case compensation maximum, submit a memo along with your CJA 20 voucher supporting your claim that:
  - the representation was provided in an extended and/or complex case
  - the excess payment is necessary to provide fair compensation
- Do maintain contemporaneous time and expense records
- Do maintain a copy of any voucher and supporting documentation submitted for 3 years as these records may be subject to audit
- Do submit supporting documentation for single item expenses over \$50, and for all travel expenses (itemized receipts must be provided for all lodging expenses and meals)
- Do submit a CJA 21 seeking prior authorization to obtain the services of expert service providers such as; paralegals, investigators, psychologists, interpreters, etc.
- Do prorate time or expenses, including travel, if time was spent in connection with the representation of two clients. The prorated time must indicate the other docket number with which it is prorated
- Do remain cognizant of the amount of time and expenses spent in connection with a case

## Compensation – Services

### Do not...

- Do not claim general office overhead expenses, including secretarial or paralegal help, as reimbursable time or expenses (But do file a CJA 21 in advance seeking authorization to utilize a paralegal)
- Do not accept payment from or on behalf of the person represented without the express authorization of a U.S. District or Magistrate Judge
- Do not prorate time or expenses in such a manner that it results in billing a larger amount than would have been billed if all the time or expenses were assigned to one voucher

## Travel

### Do....

- Do claim actual (not estimated) travel expenses, and itemize on a separate sheet. Per Diem is not allowed
- Do, for any travel including an overnight stay, seek prior authorization from the presiding judicial officer and provide an itemized estimate of expenses to be incurred by an *ex parte* motion
- Do itemize each expense for each calendar day of travel
- Do check mileage rates in effect for specific dates of travel when submitting vouchers. Current rates in effect for specific dates of travel can be found at [www.gsa.gov/mileage](http://www.gsa.gov/mileage)

## Travel

### Do not....

- Do not seek a per diem payment for travel; only **actual** costs are payable
- Do not seek reimbursement for: entertainment (movies, sightseeing tours), alcoholic beverages, parking fines/fees or traffic violations, or personal automobile expenses (insurance, oil change, etc.)

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## Expenses

### Do....

- Do only seek reimbursement for actual, not estimated, expenses
- Do submit supporting documentation for any single item expense over **\$50**, and for all travel expenses (itemized receipts must be provided for all lodging expenses and meals)
- Do, for any photocopying expenses, clearly indicate where the copies were obtained from, how many pages were copied, and at what cost.
  - if copies were obtained at more than \$0.15 per page, do submit a written justification explaining why costs exceeded this rate
  - if excessive photocopying expenses are expected to be incurred, do consider using a local service such as Staples, FedEx Office, Jiffy Print, etc. that may offer quantity discounts - photocopying expenses may also be claimed on a CJA 21 to avoid paying the cost up-front
- Do, for any computer-assisted legal research expenses incurred, attach to the voucher a copy of the bill/receipt/statement for the use of the services or an explanation of the precise basis of the charge
  - if the amount claimed is more than \$500 counsel should include a brief statement of justification
- Do, when requesting a transcript, submit a CJA 24 Voucher for Authorization and Payment of Transcript

## Expenses

### Do not....

- Do not seek reimbursement for meals during overnight travel on a per diem basis
- Do not claim the expense of **printing** performed in your office
- Do not seek reimbursement for alcoholic beverages, entertainment, parking fines, or personal automobile expenses
- Do not seek reimbursement for items of a personal nature such as: purchasing new clothing or having clothing cleaned, getting a haircut, furnishing cigarettes/candy/meals, etc.
- Do not pay for service of subpoenas - file a motion pursuant to Fed.R.Crim.P. 17, wait for receipt of Order and signed subpoena, the Clerk's Office will provide a copy of order and subpoena to the US Marshal for execution

## Filling Out Vouchers

### Do...

- Do attach supporting documentation to your voucher claim
- Do provide an itemized statement of all services and expenses for which reimbursement is claimed
  - Itemized statements must conform to the categories outlined in boxes 15 & 16 on the CJA 20 form and conform substantially in form to the worksheets available at the [Court's website](#)
- Do, when reviewing a completed CJA 21 voucher prior to certification and submission, verify that services were provided by the expert on the dates claimed, that Box 17 is completed and signed by the expert, and certify the work was performed by signing in Box 18
- Do itemize time in tenths of hours only
- Do prorate time spent in common on more than one representation when submitting separate vouchers, and do cross-reference each case on the vouchers
- Do prorate time spent when visiting multiple incarcerated defendants at the same location
- Do submit vouchers within 45 days of conclusion of the representation

## Filling Out Vouchers

### Do not...

- Do not claim an amount exceeding the waivable statutory maximum without including an explanation as to why payment in excess is necessary and appropriate
- Do not discard time and expense records until at least 3 years after payment, as they may be subject to an audit
- Do not wait until after final case disposition to create time and attendance records