

BEST PRACTICES FOR SUBMITTING VOUCHERS

General

- Make sure the voucher start date and end date are correct; the “start date” is the date of the first service performed and the “end date” is the date of the last service performed.
- If services were provided prior to appointment of the CJA panel attorney, a nunc pro tunc CJA appointment order will need to be entered in order that reimbursement for the services provided during this period may be claimed.
- Always separate in-court from out-of-court time service entries and time rather than combining; an in-court category entry should only reflect courtroom waiting time and actual conducted hearing time while a separate entry(s) should be made for out-of-court service such as interview/conference with client and travel time to the Courthouse.
- Always enter travel time separately from meetings/conferences/court attendance; these cannot be combined because individual eVoucher service type categories are required for each.
- Please avoid terms like “Copy, Print, Fax, Download or File” in service entries as these are examples of secretarial work that cannot be paid per § 230.66.10(b) **General Office Overhead** of the **Guidelines for Administering the CJA**.
- The description of the services provided must be sufficiently detailed so that the reviewer can understand the nature of the service performed. Broad descriptions, such as “review file” or “review evidence,” should not be used.
- Claims for legal research should state the specific issue researched, provided, however, that the description should not reveal otherwise-privileged information.
- Claims for review of discovery should specify the type of discovery being reviewed and a reasonably detailed description of the volume of discovery reviewed.
- Conferences, telephone calls and other meetings should identify the participants as well as the general nature of the conference. Please keep in mind that you can only bill for communication with a client’s family and friends if the communication has a purpose that advances the case (i.e., identifying potential witnesses, obtaining information for sentencing position) rather than simply providing the family with a status update.

Associates

- Properly identify all Associate time in the Description portion of each applicable entry (ASSOCIATE TIME) as it is paid at a different rate than the primary CJA Attorney and currently has to be manually recalculated by court staff.

Payments/Budgeting

- To receive interim payments, a motion and order must be submitted to the presiding Judge on non-budgeted, non-capital cases. Interim payments cannot be processed unless the order is signed by the presiding Judge and a copy attached to the voucher.

- In the case of Substitution of Counsel, the originally appointed CJA Attorney would need to file a motion for interim billing, without withholding, and obtain an approved order to submit a voucher for immediate review, approval and payment; otherwise, payment will be made at the conclusion of the case.
- If you have an excess fees or funding/budget order, attach a copy of the motion and approved order to each voucher or AUTH being submitted on those funds (including service providers or expert vouchers if the budget order authorized expert or provider services).

Expenses

- Proof of payment is required for all itemized expenses in excess of \$50. Proof of payment could include a receipt, a copy of a canceled check or a credit card statement. An invoice alone is not sufficient.
- Charges for in-house copy work may be claimed at \$0.10 per page. The actual number of pages for copy work must be stated along with a description of the copied items in expense section of the voucher.

Service Provider/Expert

- When claiming time for reviewing Service Provider and Experts invoices that are entered into eVoucher please enter this time as “Review and Certify invoice for (Service Providers/Experts’ name).” The time entered should be reasonable and not excessive.
- Always attach the service provider or expert invoice with a breakdown of services provided.
- Always verify that the rates being charged by service providers fall within the approved rate ranges. A current list of CJA Service Provider Rates can be found on the Court’s CJA webpage.

Voucher Examples

Please follow the tips below to ensure that your voucher is complete and sufficiently detailed. These tips apply to attorney and provider/expert vouchers and invoices. Vague or incomplete vouchers or invoices will result in unnecessary delay or rejection of the voucher for corrections.

PROPER CLASSIFICATION OF SERVICES – CANNOT BE COMBINED

Do this...

Date	Service	Time	Description
1/5/18	Interviews/Conferences	1.6	Met with client's mother (.4); phone call with client (.4); met with client at jail (.8)
1/5/18	Obtain/Review Records	3.0	Reviewed 200 pages of wiretap transcripts
1/5/18	Legal Research	4.2	Researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (ECF 112)

Not this...

Date	Service	Time	Description
1/5/18	Interviews/Conferences	8.8	Met with client's mother (.4); phone call with client (.4); reviewed discovery (3.0); met with client at jail (.8); researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (ECF 112) (4.2)

PROPER CLASSIFICATION OF SERVICES – IN COURT AND OUT OF COURT

Do this...

Date	Service	Time	Description
1/8/18	Arraignment and/or Plea	0.5	Attend arraignment hearing
1/8/18	Interviews/Conferences	0.3	Conference with client
1/8/18	Interviews/Conferences	0.3	Conference with AUSA

Not this...

Date	Service	Time	Description
1/5/18	Arraignment and/or Plea	1.1	Attend arraignment hearing (.5); Conference with client (.3); Conference with AUSA (.3)

CLAIMS FOR COPIES

Do this . . .

Date	Service	Time	Description
1/12/18	Investigative or Other Work	1.6	Received and reviewed discovery

Date	Expense	Description
1/12/18	Photocopies	Copy of discovery for client (105 at \$0.10 per page)

Not this . . .

Date	Service	Time	Description
1/12/18	Investigative or Other Work	2.0	Received and reviewed discovery, printed copy

DETAILED TASK DESCRIPTIONS

Do this...

Date	Service	Time	Description
2/5/18	Travel Time	1.0	Travel to Butler County Jail for Client meeting
2/5/18	Interviews/Conferences	3.0	Meeting with Client at Butler County Jail
2/8/18	Obtain/Review Records	4.0	Reviewed 200 pages of wiretap transcripts
2/9/18	Legal Research	5.2	Researched whether the search of client's car without a warrant was unlawful; began drafting motion to suppress (ECF. 112)

Not this . . .

Date	Service	Time	Description
2/5/18	Travel Time	1.0	Travel for meeting
2/5/18	Interviews/Conferences	3.0	Client
2/8/18	Obtain/Review Records	4.0	Reviewed records
2/9/18	Legal Research	5.2	Legal research and writing

ECF REVIEW & PROPER CLASSIFICATION OF SERVICES TO COMBINE

Do this . . .

Date	Service	Time	Description
1/5/18	Obtain/Review Records	0.6	Reviewed multiple ECF filings (ECF. Nos. 2-7)

Not this . . .

Date	Service	Time	Description
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 2)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 3)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 4)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 5)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 6)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 7)

