

CRIMINAL JUSTICE ACT (CJA)

December 6, 2013

Welcome, Introductions and Objectives

CJA

- Welcome and Introductions
- Objectives
 - Overview of CJA Voucher Payment Process
 - Tips for a More Efficient Billing Cycle
 - On-Line Tools and Resources
 - National
 - Local
 - Latest News
 - Resources

CJA Voucher Payment Process

The flowchart illustrates the CJA Panel Attorney Payment System Voucher Processing. It is divided into five main steps:

- 1. Attorney Request:** An attorney requests a voucher for a client. This involves a 'Request for Voucher' form and a 'Request for Payment' form. The process is governed by 28 USC § 1825 and 48 CFR 101-11.6001.
- 2. Voucher Issuance:** The voucher is issued to the attorney. This step involves 'Voucher Issuance' and 'Voucher Payment'.
- 3. Voucher Payment:** The attorney provides the voucher to the client. This step involves 'Voucher Payment' and 'Voucher Issuance'.
- 4. Voucher Processing:** The voucher is processed by the CJA Panel. This step involves 'Voucher Processing' and 'Voucher Payment'.
- 5. Voucher Payment:** The voucher is paid to the attorney. This step involves 'Voucher Payment' and 'Voucher Issuance'.

A legend indicates that a red box represents a 'Request for Voucher' and a blue box represents a 'Request for Payment'.



Interim Payment Request

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- Prior approval
 - claims for interim payment of compensation and/or expenses
 - Must include explanation



Submission of Claims for Payment

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- Complete and sign Form CJA 20/30 and attach supporting documentation
- Separate claims to district and appellate courts
- Submit voucher **no later than 45 days** after final disposition of the case, unless good cause is shown



Common Errors

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- Incomplete voucher forms
- **Incorrect hourly rates**
- **Incorrect mileage rates**
- **Mathematical errors**
- Reporting of hours
- Missing authentic signatures
- **Incomplete documentation of time or expenses**

Supporting Documentation

- Attach supporting documentation:
 - ▣ Itemized statement of services provided
 - ▣ Itemized statement of expenses
 - ▣ Timesheets and worksheets
 - ▣ Receipts for single item expenses over \$50
- Include explanatory memoranda/justifications
 - ▣ Claims above case compensation maximum
 - ▣ Good cause for submitting voucher after 45 days

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NEW to OHSD Easy Supporting Documentation Instructions On-Line <http://www.ohsd.uscourts.gov>

- Services and Expenses Input
- Auto Fills CJA20 Form

On-line Reference Tool (ORT)

- Location and purpose of the ORT:
 - ▣ <http://www.uscourts.gov/uscourts/cjaort/index.html>
 - ▣ Navigation and search strategies
 - ▣ By Topics
 - ▣ By Roles
- Using the ORT you will have rapid access to voucher submission and processing procedures and policies

ORT Page Layout

United States Courts Homepage

Top Navigation Bar

Text Size Icons

Search Field

Roles Area

Content Area

Expandable Menu

The screenshot shows the ORT interface with a top navigation bar, a search field, and a main content area. Callouts point to the United States Courts Homepage, Top Navigation Bar, Text Size Icons, Search Field, Roles Area, Content Area, and an Expandable Menu on the left side.

ORT Resource Tab

Resources Tab

The screenshot shows the 'RESOURCES' tab in the ORT interface. It lists 'Quick Reference Sheets' and 'Additional Resources' with links to various documents like 'Attorney Fees and Costs.pdf' and 'Volume 7 of the Guide to Judiciary Policy'.

OHSD Website

OHSD Homepage

NEW CJA Info

OHSD Website <http://www.ohsd.uscourts.gov/>

- CJA Plan
- CJA Committee
- CJA20 Worksheets and Instructions
- CJA Panel Announcements
- CJA Panel Applications
- And More

The screenshot shows the OHSD website homepage with a navigation menu, a 'Latest News and Announcements' section, and a 'NEW CJA Info' callout. Below the screenshot is a list of website resources.



Latest News

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CJA

- Prisoner Videoconferencing Now Available
 - Butler and Delaware County Jails with all Southern District Courthouses
- Schedule a conference with your client.
Contact:
John Wright
Courtroom Technology Administrator
Voice: 614-719-3052
john_h_wright@ohsd.uscourts.gov



Additional News

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CJA

- CJA Panel Applications
 - Deadline January 15, 2014
 - <http://www.ohsd.uscourts.gov/>
- New OHSD Website 2014
 - More CJA Tools and Resources
 - Easier Navigation
- eCJA
 - Mid to Late 2014

 

Resources

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Info on the Web	Contact Info
<ul style="list-style-type: none">□ National On Line Reference Tool<ul style="list-style-type: none">■ http://www.uscourts.gov/uscourts/court/index.html□ National Case Budgeting<ul style="list-style-type: none">■ www.fjd.org□ Southern District of Ohio<ul style="list-style-type: none">■ CJA Plan, Attorney Appointment and Voucher Submittal Worksheets■ http://www.ohsd.uscourts.gov/	<ul style="list-style-type: none">□ Jannis McCown (Primary)<ul style="list-style-type: none">■ CJA Technician■ 614-719-3064■ jannis_mccown@ohsd.uscourts.gov□ Kendra Williams (Backup)<ul style="list-style-type: none">■ CJA Technician■ 614-719-3064■ kendra_williams@ohsd.uscourts.gov□ Victoria Kahle<ul style="list-style-type: none">■ Administrative Services Manager■ 513 - 383 - 9619■ viktorie_kahle@ohsd.uscourts.gov□ Christine Sason<ul style="list-style-type: none">■ Paralegal, Ohio Northern FPD■ 216 - 522-4856■ christine_sason@fd.org

 

Questions

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