

# CJA Panel Attorney Quick Reference Guide

## **Current Compensation Reimbursement Rates for Panel Attorneys**

*(for services on or after 1/1/2020)*

- Non-capital cases - hourly rate is \$152
- Capital cases - hourly rate is \$195

## **Current Fee Compensation Maximum Reimbursement**

*(for services completed on or after 1/1/2020)*

- Felony (including pre-trial diversion of alleged felony) - \$11,800.00
- Misdemeanor / Petty Offense (including pre-trial diversion of alleged misdemeanor) - \$3,400.00
- Post-Conviction Proceeding under 28 USC §2241, 2254, or 2255 - \$11,800.00
- Other representation required or authorized by the CJA (including, but not limited to probation & supervised release hearings, material witness, grand jury witness) - \$2,500.00

## **Compensation Maximum Reimbursement for Expert and Other Services**

*(e.g. Experts & Investigators)*

- \$900.00 without prior authorization from the Court (applies to all service providers combined)
- \$2,600.00 with prior authorization from the Court (applies to each individual service provider)
  - Simply put, you have a total of \$900.00 to use on *all* experts before you must obtain the Court's approval for additional expert funds.
  - If the Court's approval is needed, and if a specific Expert's total services exceed \$2,600.00, their voucher must also be approved by the Chief Judge of the Sixth Circuit as being necessary to provide fair compensation for services of an unusual character or duration.
  - If the Court's approval is needed, but the expert's total services do not exceed \$2,600.00, the Court can pay the voucher without the Circuit's approval.
- For capital cases, the total case limits are \$900.00 and \$7,500.00, respectively

## **Interpreters**

- See also **CJA Service Provider Rates** available on the Court's website – Attorneys tab.
- The current CJA rate for non-federally certified interpreters is \$50.00/hour.
- Any CJA 21 vouchers submitted for interpreters that are billed at more than \$50.00/hour will be returned for adjustment or reduced unless there is an order from the Court that authorizes payment at a different rate.

## **Voucher "Start" and "End" dates**

- The Start date is always the date of the first service listed on the voucher.
  - If you do not do any work on the case the day you are appointed, then the start date will be the date of the first service you perform on the voucher.
  - If services are performed before the appointment date, a *nunc pro tunc* date will need to be approved by the Court.
- The End date is always the date of the last service or expense listed on the voucher, whichever is later.

### **Excess Fee Requests – Appointed Counsel or Experts**

- Motions for excess fees should be submitted to the Court prior to exceeding the case maximum limits for both CJA 20s and CJA 21s. Motions should be filed ex parte.
- If the motion for excess fees is for expert services, the order approving the fees must be attached to the AUTH when it is submitted in eVoucher. Once an AUTH is approved, the CJA 21 can be created. A copy of the order should be attached to the corresponding CJA 21 voucher once the AUTH is approved by the Court.
- If the motion for excess fees is for attorney services, the order must also be attached to the CJA 20 voucher when it is submitted in eVoucher.
- If the motion for excess fees is for attorney services, the CJA Specialist will need to be notified when the order is signed by the Judge so that the fee maximum can be increased in eVoucher.

### **Submitting a CJA 21/31 voucher**

- When a CJA 21/31 is created, it must be approved twice by the attorney for the voucher to be successfully submitted to the Court for review.
  - In our district, attorneys create and approve for submission all Expert vouchers.
  - The first submission is the “expert level,” and the second submission is the “attorney level.”
  - Check the “My Submitted Documents” section of eVoucher for any CJA 21s that say “Submitted to Attorney.” Any vouchers with this status must be approved a second time before the voucher is submitted to the Court.

### **PACER Expenses**

- PACER is available free of charge to CJA Panel attorneys. Any expense claim will not be reimbursed.
- Contact PACER at [www.pacer.gov](http://www.pacer.gov) or PACER Service Center 800-676-6856 (8AM to 6 PM CT M-F)

### **eVoucher Password Expiration**

- eVoucher passwords are set to expire every 180 days.
- If you have forgotten your password or you receive a message when logging in to eVoucher that your password has expired, you are able to reset your own password without contacting the Court by clicking the “Forgot your Password?” link.
  - Complete the Username and Email fields and click “Recover Logon”
  - An email with a link to reset your password will be sent. Click the link provided in the email. This link expires after 15 minutes and can only be used once.
  - The link takes you to “Reset your password” dialog box. Follow the steps to reset.
- Your eVoucher account will be locked if you enter your password unsuccessfully 6 times in a row. If your account needs to be unlocked, please contact Mary Rogers or Chris Williams.

### **CONTACTS**

**Mary Rogers**, CJA Specialist – CJA voucher submission and general eVoucher Issues

Email: [Mary\\_Rogers@ohsd.uscourts.gov](mailto:Mary_Rogers@ohsd.uscourts.gov)

Direct: 513-564-7529 or Finance 614-719-3060

**Chris Williams**, Data Quality Supervisor and eVoucher technical issues

Email: [Chris\\_Williams@ohsd.uscourts.gov](mailto:Chris_Williams@ohsd.uscourts.gov)

Direct: 614-719-3016

**CJA General Help Desk** – Email: [cja@ohsd.uscourts.gov](mailto:cja@ohsd.uscourts.gov)