

Best Practices for CJA eVoucher & Submitting Vouchers

- Periodic review your CJA eVoucher account/profile is recommended to maintain current details, especially if you have moved or changed to a different firm.
 - A Notice of Change of Address docketed in CM/ECF will not update your CJA eVoucher account.
 - Submit a current Form W-9 to the CJA Specialist with any update.
 - Checks are mailed to the address appearing in the Billing Info field.
- Go to <https://www.ohsd.uscourts.gov/criminal-justice-act> for CJA information and announcements, including current compensation rates and caps, new Training Materials and Job Aids.
- Establish or link your Single Login Profile (SLP) Accounts. *See Training Materials/Version 6.4 Training Materials.*

Voucher Start/End Dates

- The voucher's start date and end date need to be accurate. The "Start Date" is the date of the **first** service performed (not necessarily the appointment date) and the "End Date" is the date of the last service performed or expense date used.
 - Review the Claim Status tab to update accordingly.
 - If services were provided prior to the appointment of the CJA panel attorney, a *nunc pro tunc* date will be needed. Contact the CJA Specialist for assistance.

In-Court versus Out-of-Court Time

- Separate entries **are required** for claimed time with the specific **In-Court categories** and are not to be combined with claimed time for the specific **Out-of-Court categories**.
 - An In-Court category entry should *only* reflect time spent waiting in the courtroom before the hearing and the actual conducted hearing time.
 - For example: The Services entry would use In-Court category "Arrest and/or Plea," the Description field entry could state "Attended Change of Plea (0.30) with client, including wait time for hearing (0.10)" and use 0.40 for the Hours field.
 - Separate claimed time Services entries should be broken out by appropriate Out-of-Court categories.
 - For example: The Services entry would use Out-of-Court category "Interviews and Conferences," the Description field could state "Meetings with client before and after the COP" and use the time spent in conference.
 - **Travel** time is entered as a separate Services entry apart from the actual meeting/conference/court attendance entry.
 - Travel time should be entered as a round trip. For example: "Round trip travel from office to Jail (name) for client meeting."

Services Description Language

- Avoid terms like “Copy, Print, Fax, Download or File” in the Services entry Description fields as these are examples of secretarial work and considered non-reimbursable. See §230.66.10(b) *General Office Overhead of the Guidelines for Administering the CJA*.
- The description 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 be avoided.
- Legal research claims should state the specific issue researched provided the description does not reveal otherwise-privileged information.
- Discovery review claims should specify the type of discovery being reviewed and a reasonably detailed description of the volume of discovery reviewed, such as “Listened to audio files of 50 out of 135 jail calls.”
- Conferences, telephone calls and other meeting claims should identify the participant(s) as well as the general nature of the conference but does not reveal otherwise-privileged information.
 - Only bill for communication with a client’s family and friends when it 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.

Voucher Issues

- Click “**Audit Assist**” to determine if any Errors or Warnings exist and need to be resolved before submitting the voucher.
- Any voucher submitted outside the 45-day timeframe following final disposition of the case should include an attached memo of explanation.
- Rejected vouchers create an auto-generated email with an explanation note and also appear in a gold color on the Home Page. The rejection reason is also available on the Confirmation tab in the “Public/Attorney Notes” field.

Associates

- Before Associate time may be entered on any voucher, the Associate must be first be added to the appointment and must have a current account in CJA eVoucher.
- Contact the CJA Specialist for assistance.

Payments/Budgeting

- Review <https://www.ohsd.uscourts.gov/criminal-justice-act> for the most current details regarding budgeting or excess vouchers.
- Under the Reports section on the left-hand side of the voucher’s Basic Info screen, click “Defendant Summary Report” or “Defendant Detail Budget Report” for detailed information regarding the approved budget, pending amounts, approved payments, etc.
- Any missing payment requires 30-days to lapse after the check issue date before it can be researched. Contact the CJA Specialist for assistance.

Expenses

- Any itemized expense in excess of \$50.00 requires a receipt/invoice and proof of payment. Proof of payment may include a receipt noting a credit card was used, a copy of a canceled check or a (redacted) credit card statement. An invoice alone is not sufficient.
- In-house copies may be claimed at \$0.10 per page. The number of pages copied, and a brief description of the copied items should be included in the Expense Description field. *See Voucher Examples below.*
 - In-house copy costs over \$50 will need a Declaration attached with details as to the copies made and cost.

Service Provider/Expert

- Verify that the rates being charged by a service provider fall within the approved Sixth Circuit's rate ranges. *See the Court's website for CJA Service Provider Rates.*
- Counsel should confirm with an Expert that their details are current in CJA eVoucher.
- Appointed counsel may claim time for reviewing a Service Provider/Expert invoice that is entered into eVoucher. Under Services, use Out of Court Category "Investigative or Other Work" and enter "Review and Certify invoice for (Service Providers/Experts' name)" in the Description field. The claimed time should be reasonable and not excessive.
- Always attach the service provider or expert invoice on an AUTH or CJA 21/31 with a breakdown of services provided as well as any other necessary supporting documentation.
- Submitting a CJA21/31 voucher is a **two-step** process. The counsel creates and approves the expert voucher at the first level, then it is submitted to the Attorney for second level approval and once successfully submitted to the Court, will appear with a "Submitted to Court" status under "My Submitted Documents" field on the Home Page.
- The same **two-step** process is necessary when the CJA 21/31 voucher is rejected for editing/correction. The attorney should go to the voucher's Confirmation page, and reject it back the first time, then go back to the Home Page, locate the voucher, and repeat the step to reject it back to be in the "My Active Documents" field with a "Voucher Entry" status for editing. Once updated, re-submit the voucher with the same two-step process.

Voucher Examples

- The tips apply to the attorney vouchers and the service provider/expert vouchers/invoices.
- Vague or incomplete vouchers or invoices may result in unnecessary delay or rejection of the voucher for corrections.

Proper Classification of Services – Cannot Be Combined

Do this...

Date	Service Type	Time	Description
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1/5/21	Interviews/Conferences	1.6	Met with client's mother re: bond issue (.4); phone call with client (.4); met with client at jail (.8)
1/5/21	Obtain/Review Records	3.0	Reviewed 200 pages of wiretap transcripts
1/5/21	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 Type	Time	Description
1/5/21	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 Time

Do this . . .

Date	Service Type	Time	Description
1/8/21	Arraignment and/or Plea	0.5	Attend arraignment hearing
1/8/21	Interviews/Conferences	0.6	Conference with client (0.30); Conference with AUSA (0.30)

Not this . . .

Date	Service Type	Time	Description
1/8/21	Arraignment and/or Plea	1.1	Attend arraignment hearing (.5); Conference with client (.3); Conference with AUSA (.3)

Claims for Copies – Separate Entries are Made (Services & Expenses tabs)

Do this . . .

Date	Service Type	Time	Description
1/12/21	Investigative or Other Work	1.6	Received and reviewed discovery

Date	Expense Type	Description
1/12/21	Photocopies	In-house copies of discovery for client (105 pages at \$0.10 per page=\$10.50)

Not this . . .

Date	Service Type	Time	Description
1/12/21	Investigative or Other Work	2.0	Received and reviewed discovery, printed copy

Detailed Task Descriptions

Do this...

Date	Service Type	Time	Description
2/5/21	Travel Time	1.0	Round trip travel to/from office to Butler County Jail for client meeting
2/5/21	Interviews/Conferences	3.0	Meeting with client at Butler County Jail
2/8/21	Obtain/Review Records	4.0	Reviewed 200 pages of wiretap transcripts
2/9/21	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 Type	Time	Description
2/5/21	Travel Time	1.0	Travel for meeting
2/5/21	Interviews/Conferences	3.0	Client
2/8/21	Obtain/Review Records	4.0	Reviewed records
2/9/21	Legal Research	5.2	Legal research and writing

ECF Review & Proper Classification of Services to Combine

Do this . . .

Date	Service	Time	Description
1/5/21	Obtain/Review Records	0.6	Reviewed multiple ECF filings (ECF Nos. 2-7)

Not this . . .

Date	Service	Time	Description
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 2)
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 3)
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 4)
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 5)
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 6)
1/5/21	Obtain/Review Records	0.1	ECF review (ECF 7)

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