

CJA Panel Attorney Quick Reference Guide

❖ *Current Rates for Panel Attorneys (for services on or after 3/23/2018)*

- If the case is non-capital, the hourly rate maximum is \$140
- If the case is capital, the hourly rate maximum is \$188

❖ *Current Fee Maximums (for services completed on or after 3/23/2018)*

- Felony (including pre-trial diversion of alleged felony) - \$10,900.00
- Misdemeanor / Petty Offense (including pre-trial diversion of alleged misdemeanor) - \$3,100.00
- Post-Conviction Proceeding under 28 USC §2241, 2254, or 2255 - \$10,900.00
- Other representation required or authorized by the CJA (including, but not limited to probation & supervised release hearings, material witness, grand jury witness) - \$2,300.00
- *The CJA website will be updated to capture all possible case types and fee maximums*

❖ *Compensation Maximums for Services other than Counsel (e.g. Experts & Investigators)*

- \$800.00 without prior authorization from the Court (applies to all service providers combined)
- \$2,500.00 with prior authorization from the Court (applies to each individual service provider)
- Simply put, you have a total of \$800.00 to use on all experts before you have to get the Court's approval for additional expert funds. If the Court's approval is needed, and if a specific expert's total services exceed \$2,500.00, their voucher must also be approved by the Chief Judge of the 6th 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 \$2,500.00, the Court can pay the voucher without the Circuit's approval.
- For capital cases, the total case limits are \$800.00 and \$7,500.00, respectively

❖ *Interpreters*

- 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 reduced, unless there is an order from the Court that authorizes payment at a different rate

❖ *Voucher "start" and "end" dates*

- The voucher start date is always the date of the first service listed on the voucher, which may or may not be same as the appointment date. 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.
- The voucher end date is always the date of the last service or expense listed on the voucher, whichever is later.

❖ *Excess Fee Requests*

- Motions for excess fees should be submitted to the Court prior to going over the case maximum limits for both CJA 20s and CJA 21s in order to avoid any unnecessary delays in voucher submission and/or payment. They should be filed ex parte.
- If the motion for excess fees is for expert services, a copy of the order approving the fees must be attached to the AUTH when it is submitted in eVoucher. A copy of the order must also 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, a copy of 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, please notify the CJA Specialist when the order is signed by the Judge so that the fee maximum can be increased in eVoucher

❖ ***Submitting CJA 21s***

- When a CJA 21 is created, it must be approved twice by the attorney before it is submitted to the Court for review. This is because we do not allow experts to submit their own vouchers. The first submission is the “expert level,” and the second submission is the “attorney level.” Please remember to check the “My Submitted Documents” section of eVoucher for any CJA 21s that say “Submitted to Attorney.” If there are any vouchers with this status, you must approve them a second time before the voucher is actually submitted to the Court.

❖ ***PACER Expenses***

- Counsel may not submit claims for reimbursement for PACER charges because PACER is available free of charge to CJA Panel attorneys.

❖ ***eVoucher Password Expiration***

- eVoucher passwords are set to expire every 180 days. If you have forgotten your password, or if you receive a message when logging in to eVoucher that your password has expired, you can reset your own password without contacting the Court by clicking the “Forgot your login?” link below the login area. Enter your username and/or email address and click “Recover Logon.” You will receive an email with a link to click in order to reset your password.
- Your eVoucher account will be locked if you enter your password unsuccessfully 3 times in a row. To avoid being locked out, you must reset your password after the second failed log-in attempt. If your account needs to be unlocked, please contact Kristen Keppler or Chris Williams.

❖ ***Contacts***

- Kristen Keppler, CJA Specialist – CJA Voucher Submission and General eVoucher Issues
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