

CJA VOUCHERS: HELPFUL HINTS

1. Spell check does not exist in the billing worksheet program. Please remember to proofread.
2. Always look at the name of the judge when you are in the “Services” tab. Usually, when you are appointed to a case the name appearing on the judge line is the magistrate judge. Instead, make sure the presiding district judge’s name appears on this line.
3. Remember to enable the macros.
4. The “From/To” date is EXTREMELY critical. Make sure there are no time entries before the date of appointment.
5. With every entry of work done there must be a date. Please do not enter a date and then list entries on several lines. The program only recognizes entries with accompanying dates.
6. Make sure that when you start entering time in your voucher that you are using the latest version. If the last mileage expense is not \$.51 per mile, you are using an old program.
7. When entering travel events and mileage, always make sure that the dates match.
8. Keep in mind which entries go under which column.
9. The program voucher file must be saved in a certain way consistent with Excel.
10. Learn the cut and paste option and make sure you do not include cells that are part of the program as a part of your highlighted entries.
11. Remember the importance of the “Sort by Date” feature. Always save your work before clicking the “Sort by Date” button.
12. When you are pro-rating travel, list the other parties also being visited.
13. Break down the copies by showing the number of copies times how much per page.
14. Mapquest is the key to mileage calculation. If there is an occasion where the trip takes longer than Mapquest would reflect, include a brief description for the excess time. (For example, if there was an accident which caused a back-up on I-64.)
15. Meals can only be charged when there is an overnight stay.
16. Clerical tasks are not reimbursable. Tasks which would fall under this category would be, for example, copying, calendaring, faxing, scanning, filing, mailing, forwarding, serving and submitting.
17. If you are reviewing several documents, especially CM/ECF filing or notifications, please group them into real time entries, rather than 0.1 hours for every document or viewing.
18. Mileage should always to be calculated from the attorney’s office to the point of destination.
19. Anything related to travel should go under Section 17 of the voucher program under “Expenses.” Other types of travel, such as parking and highway tolls, DO NOT go under 18.

20. Writing letters should go under 16e.
21. The attorney cannot charge for shopping or buying clothes for the defendant. The Office of the FPD has clothes that they can make available to panel attorneys for clients.
22. There are procedures for expenses related to witnesses and their travel that need to be handled in a specific way. **The attorney should never pay for witness fees, transportation, lodging, meals, etc., unless first approved by the presiding judicial officer.**
23. If you need to book a flight with regard to the representation of a defendant, you must first obtain prior approval from the presiding judge, and then it is necessary to go through the Clerk's Office to make travel arrangements.
24. Be specific when describing communications with various individuals, rather than billing simply for "phone call."
25. If there is wait time involved at a jail to see the defendant, break down that time as 16e. The actual visit with the defendant should be categorized under 16a.
26. When the worksheets are generated at the end of the case, make sure that the original CJA-20 is completed, signed and dated. The computer-generated CJA-20 form should not be signed.
27. If more than one attorney in the firm is performing work on the case, each attorney's work should be broken down separately by entry, and the initials of the attorney need to be included at the end of the description for each task.
28. Only the represented defendant's hearings are listed under the "In-court" time section. Attending a co-defendant's hearing should not be listed under "In-court" time; rather, it should be listed under Section 16e.
29. In making a claim for a consultation with a person other than the defendant, please specify the person's role in the case or relationship to the defendant.
30. Please describe the legal research you are performing. In other words, bill for "research career offender status" rather than just "research."
31. Please do not bundle time entries (i.e., "researched sentencing issue, wrote memo, wrote letter to client" in same column).
32. If you are reviewing files or documents, please do not include this as "research."
33. On the CJA-26 form, please include enough information for the CJASA to provide a detailed and persuasive argument to the presiding judge.
34. Explain in more detail phrases like "prepare for," especially if this includes legal research. (For example, "prepare for sentencing" may include time researching applicable case law and whether the Guidelines range has changed.)
- 35. Don't forget to submit vouchers within 45 days after the end of your representation!**