



United States District Court

Southern District of West Virginia

Criminal Justice Act Program

Is it Administrative?

The hourly rate for Panel attorneys and services provides includes compensation for general office expenses, including clerical assistance. (See CJA Guidelines [§ 230.66.10](#) and [§ 320.80.10](#)). Therefore, not all administrative tasks are compensable **UNLESS** it is unusual or extraordinary. If it is extraordinary, the billing entry should contain sufficient detail to show it is not routine. Questions to ask yourself in determining if the administrative task is compensable are:

- Is it purely clerical or routine?
 - Is it unusual in volume, difficulty, time, or other factors?
 - If no, then it **IS NOT** compensable.
 - If yes, it **IS** compensable. You **MUST** describe how it is extraordinary.
- Does it require legal knowledge or professional judgment? If yes, it **IS** compensable.

Usually NOT Compensable

Viewing, accessing, downloading, opening, saving, and printing files (including CM/ECF)

Copying, printing, or scanning documents

Calendaring events (calls, meetings, due dates, etc.)

Routine communication regarding scheduling (including with the court)

Filing documents in CM/ECF

Creating vouchers

Office filings

Preparing mail

Travel to the post office, shipping company, copy center, or office supply store

Compensable

Calculating due dates or deadlines

Transferring a case to new counsel

Reviewing documents ⁱ

ⁱ Counsel should **NOT** claim time for reviewing a NEF or ECF generated by their own filings.