



United States District Court Southern District of West Virginia Criminal Justice Act Program

Questions to Ask Before Submitting Your CJA-20 Voucher

- Did you group together the review of several documents, especially CM/ECF filings or notifications, into actual time spent entries rather than 0.1 hours for every document or viewing?
- Did you avoid “bundling” time entries for distinct tasks (i.e. “researched, sentencing issue, drafted memo, wrote letter to client”)?
- Were you specific when describing communications/consultations with various individuals, rather than billing simply for a “phone call” or “meeting”? (You should specify the person and/or their role and a brief description of the call or meeting.)
- Were you specific in describing the type of legal research being performed (i.e. “researched career offender status” instead of just “researched”)?
- Do your hearing or trial entries match the daybook entry? (Wait time should be a separate entry under “In Court Services: Other.”)