2013 MEMPHIS/MID-SOUTH CHAPTER OF THE FEDERAL BAR ASSOCIATION ANNUAL SEMINAR

CJA Panel Attorney CLE Session



Friday, October 4, 2013 University of Memphis Law School 1 North Front Street Memphis, TN 38103

TOPICS BEING COVERED TODAY

 Update on Judiciary Shutdown ✓ Update on Development of eCJA ✓ CJA Case Assignment Process Current Appointment Statistics ✓ Panel Reappointment Process ✓ CJA Voucher Preparation ✓ Court Website Information

Phase I Shutdown Impact on Federal Court Operations



Phase II Shutdown Impact on Federal Court Operations

Phase I and II Shutdown Impact on CJA Attorneys

REDUCED HOURLY RATES FOR PANEL ATTORNEYS

Phase I and II Shutdown Impact on CJA Attorneys

SUBSTANTIALLY DELAYED VOUCHER PAYMENTS

Phase I and II Shutdown Impact on CJA Attorneys

DELAYED PAYMENTS TO CJA VENDORS AND EXPERTS

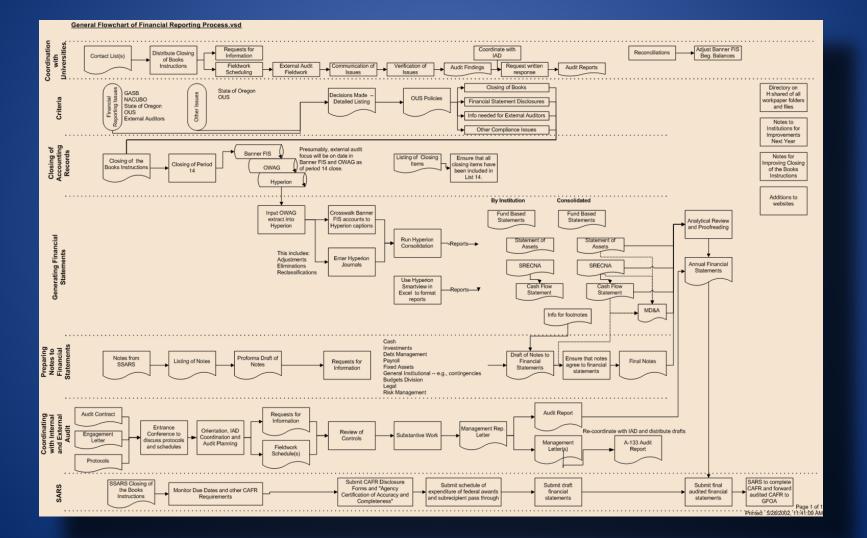
Phase I and II Shutdown Impact on CJA Attorneys

ber Latex Wh

Phase I and II Shutdown Impact on CJA Attorneys

oma

✓ Update on Development of eCJA



✓ Update on Development of eCJA

✓ Update on Development of eCJA



CJA Case Assignment Process

In July 2005 I was asked to develop a computerized system that would overcome the problems that then existed in the CJA case assignment process.

The problems were:

- The assignment process was manual and undocumented
- The assignments were unevenly dispersed across the Panel
- There was no way to extract statistical data or reports

We developed an automated process using a algorithm that maintains randomness yet rebalances assignment activity so that every Panel Attorney over time gets an equal number of contacts and potential case assignments.

✓ CJA Case Assignment Process

- 2 Panels
 - Memphis Division (37 Attorneys as of 05/28/2013)
 - Jackson Division (17 Attorneys as of 05/28/2013)
- Contact Methods by Court Staff
 - Phone
 - 1st Office
 - 2nd Cell
 - 3rd Designee
- Assignment *MUST* have immediate accept or decline, otherwise a "No Answer" will result in a one-point assessment in the system.

CJA Case Assignment Process

- Weighted System of Calling, where program logic continuously self-balances the number of calls across all panel attorneys
 - Attorney with lowest weighted call load will be called first
 - If one or more attorneys are "tied" at the same weighted call history, the system uses random selection to pick the next attorney to call
 - Every call transaction is maintained in the database
 - Randomness is inherent to this system

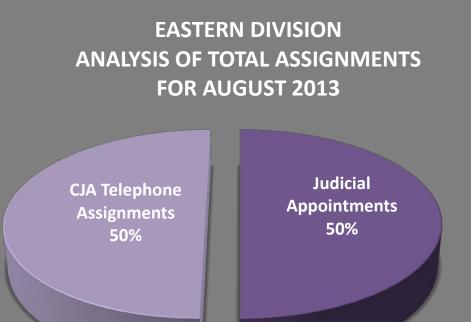
Weights (How points are assigned based on results of actual contacts)

• Criminal Case

3	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept

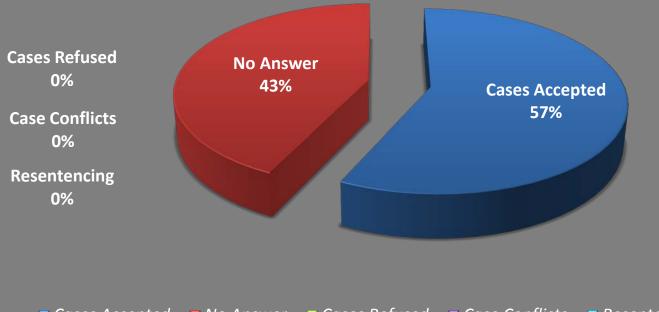
• **Post Judgment Matters** (Including resentencing)

	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept

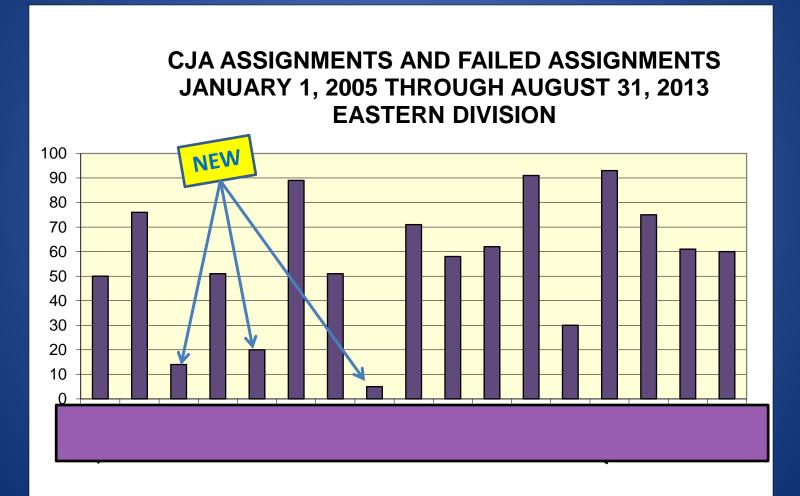


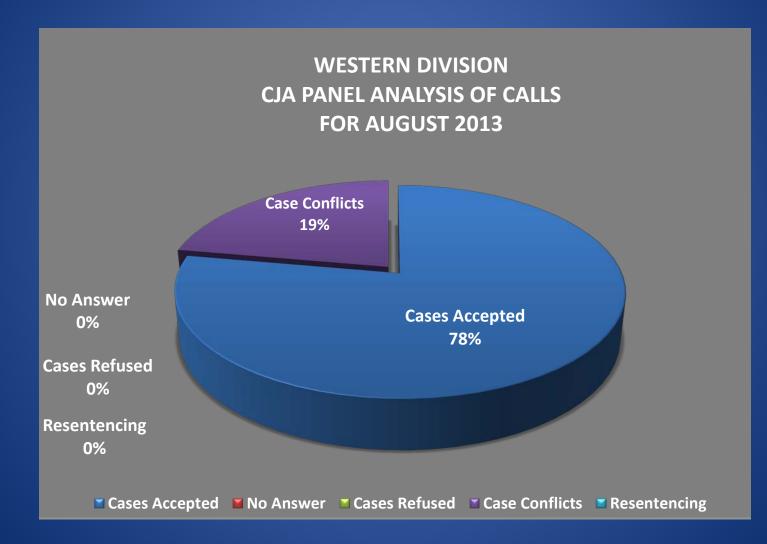
Judicial Appointments I CJA Telephone Assignments



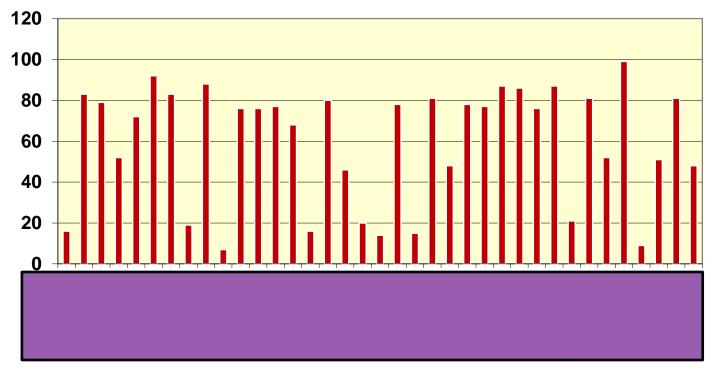


🗖 Cases Accepted 🛛 📓 No Answer 🛸 Cases Refused 🛸 Case Conflicts 🗖 Resentencing





CJA ASSIGNMENTS AND FAILED ASSIGNMENTS JANUARY 1, 2005 THROUGH AUGUST 31, 2013 WESTERN DIVISION



Panel Reappointment Process

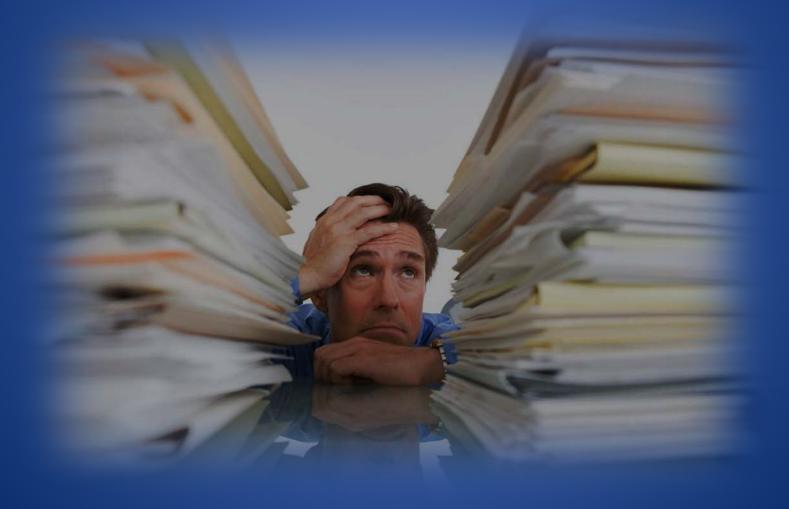


Panel Reappointment Process



 Panel Attorneys are evaluated for reappointment every three years in three "waves". Currently, we are in the midst of a second evaluation for "Wave 1" Attorneys (generally, our longest tenured CJA Panel Members

Review of CJA Voucher Process and Some Common Errors to Avoid



Home

About Our Court

Case Information

Judge's Websites & Profiles

Attorney Information

Pro Se Litigants

Juror Information

Local Court Rules & Plans

Forms & Applications

Court Calendars

Public Disclosure

Cases of Public Interest

Other Court Links

Quick Links ECF / PACER Log-In Local Rules Of Court CJA Portal EJuror

UNITED STATES DISTRICT COURT Western District of Tennessee



CJA Panel Portal

Login Name:	
Password:	
Ent	er

News and Announcements

8/22/2013

Reduction in CJA Panel Hourly Rates

The Executive Committee of the Judicial Conference of the United States has implemented a temporary emergency \$15 reduction in hour rates of compensation for CJA panel attorneys. This reduction applies to work performed bewteen September 1, 2013, and September 30, 2014. Administrative Office Memo, Hourly Rates and Mileage

1/16/2013

New Mileage Rate

CJA – Statutory Limitations

- Reduced Hourly Panel Attorney Compensation Rates
- Attorney Case Compensation Maximums
- Payment Limits for Other Service Providers
 - Prior approval for costs exceeding \$800
 - Other compensation limits
 - Non-capital: \$2400, excluding expenses (case total for all providers, not including transcripts)
 - Capital: \$7500, fees and expenses (case total for all providers, not including transcripts)

Common Issues

- Reimbursable Expenses
- Non Reimbursable Expenses
- Advance Approvals
- Policy when Limits are Exceeded
- Case Budgeting
- Interim Payments
- Supporting Documentation
- Service Providers

Reimbursable Expenses for Attorney

- Reimbursement is authorized for expenses reasonably incurred for the representation
- Claim on Form CJA 20 or Form CJA 30
- Reimbursable out-of-pocket expenses:
 - Computer-assisted legal research
 - Travel expenses
 - Telephone toll calls
 - Copying, postage, and messenger services
 - Court-authorized transcripts (Form CJA 24)

Non-Reimbursable Expenses

- General office overhead is not reimbursable:
 - Rent
 - Telephone service
 - Secretarial expenses

 CJA attorneys are expected to use their own office resources, including secretarial help, for work on CJA cases.

Advance Approvals

Advance approvals are required:

- To claim compensation for work of lawyers who are neither appointed nor a partner or associate of the appointed attorney
- For interim payment of compensation and/or expenses for service providers or attorney (attorney must motion court)
- Service Providers vouchers in excess of \$800 (or >\$2,400 for all providers)

Excess Compensation

Payments that exceed the attorney case compensation limit may be authorized when:

- Certified by the presiding judge and
- Approved by the chief judge of the circuit (or judge delegate) as:
 - Necessary to provide fair compensation
 - For extended or complex representation.

Case Budgeting

- Judicial Conference policy encourages case budgeting for:
 - Federal capital prosecutions
 - Capital habeas corpus representations
 - Non-capital representations extraordinary in terms of cost (>\$30,000 total)
- Counsel submits an initial budget that includes proposed costs of other services

Interim Payment Requests

- The presiding judge may arrange for interim payments for other service providers.
- The interim payment request (motion) should include:
 - length of time interim payments will be needed and
 <u>a justification of need</u>.
- Chief circuit judge (or delegate) approval may be required.
- The provider submits a separate voucher for each interim payment claim and attaches prior approval (order).

Supporting Documentation for ALL vouchers

- Attach supporting documentation:
 - An itemized statement of services provided
 - An itemized statement of all expenses
 - Timesheets and worksheets
 - Itemized Receipts
- Include explanatory memoranda/justifications
 - Claims above case compensation maximum
 - Good cause for submitting voucher after 45 days

Authorization Requests for Service Providers

- The request should include:
 - Reasons for requesting service
 - Provider's relevant experience and qualifications
 - Hourly rate requested
 - Fee arrangement, as applicable
 - Specific service and expenses to be included
 - Whether additional services/funding may be requested from/for this provider (as applicable)
- Counsel should communicate the specific terms of the approval to the service provider.

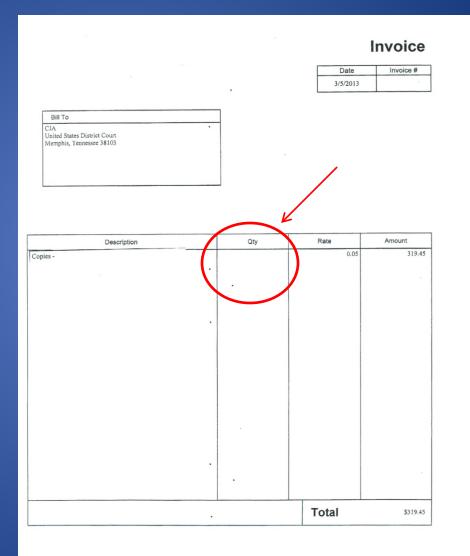
Expenses of Service Providers

- Service providers claim reimbursement for expenses reasonably incurred in performing authorized services on the Form CJA 21/31.
- Reimbursable travel expenses include reasonably incurred transportation, lodging, meals, and miscellaneous expenses.
 - Reimbursement is for actual expenses only; per diem is not authorized.
 - Some courts may require advance authorization.

Common Errors

- Incomplete voucher forms
- Incorrect hourly rates
- Incorrect mileage rates
- Mathematical errors
- Reporting of hours
- Missing authentic signatures
- Incomplete documentation of time or expenses
- Judges signature not on Voucher appointing CJA Attorney

Invoice does not indicate the quantity of pages being claimed.



Vouchers that are illegible (sloppy).

CIR	DIST./DIV. CODE 2.	PERSON REPRESENTED				VOUCHER N	UMBER	
ΤN	W 5. DKT/DEF. NUMBER	4. DIST. DKT/D	DEF. NUMBER	5. APPEA	LS DKT/DEF. N	MBER	6. OTHER DKT. NUM	BER
		ame) 8. PAYMENT C	ATEGORY	9. TYPE F	9. TYPE PERSON REPRESENTED		10. REPRESENTATIO	N TYPE
	ASE/MATTER OF (Case N	Ealany		Adul	t Defendant		Criminal Case	
. 01	FFENSE(S) CHARGED (Cit	te U.S. Code, Title & Section) ONTROLLED SUBSTA	If more than one o	ffense, list (up to f	BUTE, OR D	harged, according DISPENSE	to severity of offense.	
. A1	FTORNEY'S NAME (First) ND MAILING ADDRESS	Name, M.I., Last Name, including any	suffix)	X O Ap	RT ORDER spointing Counsel bs For Federal Defen bs For Panel Attorne	der	C Co-Counsel R Subs For Retained Attorn Y Standby Counsel	ey
				Prior Atto	mey's Name:	,		
					intment Date:	erson represented	has testified under oath or has	
				otherwise s	atisfied this court that	the or she (1) is in	faircanty analose to employ	ie and
Te	ephone Number: 1	RESS OF LAW FIRM (only pro	wide per instructio	attorney wi	tose name appears in	s/Samuel	ta to represent to t	70,100
	and any statistics are				(are much account)			
	EYAE	SS COMP		Signatu	of Presiding Judie 07/13/2011 e of Order)		10,100.
	EVA	.00 UUNIF		Repayme	e of Order nt or partial repayme pointment.	YES		1:300.
	A R. C. Marker Street Street	LAIM FOR SERVICES AND E	XPF as				FOI	4:512.
				HOURS	TOTAL AMOUNT CLAIMED	MA H/TEC AD. ISTED H DURS	H N 003	
	CATEGORIES (Attach i	temization of services with dates	.,	CLAIMED	CLAIMED	HOURS	-	150112
15.	a. Arraignment and/o			10		70		
	b. Bail and Detention c. Motion Hearings	Hearings		2		2.		22
	d. Trial	EXCESS C	()MP	0-				-1
n C	e. Sentencing Hearing	25		4.9		. 7		-0
o u	f. Revocation Hearing	çs		0-				
ť	g. Appeals Court h. Other (Specify on a	dditional sheets)		2,5		6 5		()
	(Rate per hour =		TALS:	19.4	1, 400	11.4	1300.00	5
16.	a. Interviews and Con	the second se		1650	2	11 .ed		
0 u	b. Obtaining and rev	iewing records		234				
e f	c. Legal research and	l brief writing		225		2' 3.9		
Cou	d. Travel time c. Investigative and C	Other work (Specify on addi	iti al sheets)	431	College College	à 4.º		
ľ	(Rate per hour =		T TALS:	623	70,51	2 5 60.	8,70,00.00	ť.
17.		(lodging, parking, meals, mileag	_	a series as	1630		4 419451	
18.	A REAL PROPERTY AND A REAL PROPERTY OF A REAL PROPE	(other than expert, transcripts,			22-		harris el	
No.	Production and an operation of the second second second	NO TOTALS (CLAIMED AND	the second day of the second d	DVICE .	STATISTY STATISTY	INTE AMINA	TION DATE 21. CAS	E DISPOSITION
19.	TROM	TORNEY/PAYEE FOR THE P	ER OD OF SEL	1	IF OTHER	THA CASE CO		4
22.	CLAIM STATUS	inal Payment Interim Pro- the court for compensation and/or ret- you, or to retar kingwiedge has anyon	ayment Number	this case?	Suppleme NES N	ntal Payment) If yes, were y	ou paid? TES	
	representation? YES	the court for compensation and/or re- you, or terrent knewledge has anyon NO by yes, give details o	in additional sheets	ment (compensal	tow of anything or va	lue) from any othe	r source in connection	
	I swear or affirm the tr				Da			
AR C	Signature of Attorney:	API	ROVEDFOR	AYMENT-C	OURT USE OM	See Pres	A-75-	10 54
23	IN COURT COMP.	24. OUT OF COURT COMP	25. TRA	VEL EXPENS	ES 26. 0	THER EXPENS	ses \$75,7	12.51//
	1,300,00	70,100.00		312.5	DATE		28a. JUDGE	110000
28	SIGNATURE OF THE P	RESIDING JUDICIAL OFFIC	EK					
29	. IN COURT COMP.	30. OUT OF COURT COMP	P. 31. TR/	VEL EXPENS	SES 32. 0	THER EXPEN		PROVED
34	 SIGNATURE OF CHIEF approved in excess of the star 	JUDGE, COURT OF APPEAI atory threshold amount.	LS (OR DELEG	ATE) Payment	DATE		34a. JUD0	E CODE

EXCESS COMP

A COLUMN AND ADDRESS AND IN COLUMN	1 DIE DIE DET TOT	I DARER J	5. APPEALS DKT./DE	F NUMBER	6. OTHER DKT. NUMBE	R		
3. MAG. DKT/DEF. NUMBER 4. DIST. DKT/DEF. NUMBER			5. APPEALS DELIDE	P. NUMBER				
. IN CASE/MATTER OF (Case M		ORY	9. TYPE PERSON REP		10. REPRESENTATION (See Instructions)	TYPE		
Felony Petty Offense Misdemeanor Other			Adult Defendant Juvenile Defendart	at Appellant Appellee				
USA v.	Appeal _		Other			Criminal		
11. OFFENSE(S) CHARGED (Cite	e U.S. Code, Title & Section) If more	than one offense, list (u	p to five) major offenses c	harged, according to	severity of offense.			
					5	2		
A CONTRACT OF A CONTRACT.	Name, M.I., Last Name, including any	cuffix)	13. COURT ORDER			3		
AND MAILING ADDRESS	Name, M.I., Last Name, including any	suppop,	Z O Appointing C	ounsel				
			D F Subs For Fede	eral Defender	□ R Subs For Retain	Attorney		
			P Subs For Pane	Attorney	1 I Standby Course	1		
			Prior Attorney's Name:	The	is they	-		
			Appointment Dates:		0 A	The other stice		
			Because the above-	named person represe	nted has testified under oath o ially unable to employ counse	and (2) does "		
Telephone Number :			not wish to waive count	el, and because the int	terests of justice so require, th	e attorney whos		
14. NAME AND MAILING ADD	DRESS OF LAW FIRM (Only provide	per instructions)	name appears in Item 12	is appointed to repre-	sent this person in this case. C	DR		
			Other (See Instruct	0/15/	×.	\$ 2 3 6 1 1		
			C)			
,		ALID	Sig	nature of Presiding Ju		1.00%		
	EXCESS (UMP				94		
	LAULOU		Date of	f Order		-		
			Repayment or partial rep	payment ordered from	003			
				YES D NO	3	5,344		
CLAIM	FOR SERVICES AND E.	VPENSES		Long Contraction	1			
		HOURS	TOTAL	MATH/TECH.	1	. 1-		
CATEGORIES (Attach item	ization of services with dates)	CLAIMED	AMOUNT	ADJUSTED HOURS	AMOUNT	KEVIEW		
		2.30	CLAIMED 287.50	HOURS	AMOUNT COURT	27.8		
15. a. Arraignment and/or Plea		2.50	10.00	1.3	and service of the Oran			
b. Bail and Detention Hearing	ags		0.00	1.2		22		
c. Motion Hearings d. Trial				-	0.00	CN3		
e. Sentencing Hearings		1.40	375-00	1.4	0.00	0.0		
O F Reportion Hearings		1.30	ALL 12162.50		0.00			
g. Appeals Court		and the second s	0.00		00 5	212		
h. Other (Specify on addition	nal sheets)	. 3.50	437.50	3.5	0.00			
(RATE PER HOUR = S	125.00) TOTALS:	8.50		8,5 0.00	1062.50 0000			
6. a. Interviews and Conference		12.80		12.8	O ALC DECO			
E b. Obtaining and reviewing		253.40	31.675.00	255.6	Distance of the second			
			THE CONTRACTOR					
c. Legal research and brief	writing	1220	01375-00	2.4	ALCONTRACTOR OF THE OWNER			
c. Legal research and brief		255.6	11375 00	3.0	0.00			
d. Travel time e. Investigative and other w		255.0 271.00		3.0	0:00			
(RATE PER HOUR $=$ S	ook (Specify on additional slove) 125.00		12 N. 0700:	-				
(RATE PER HOUR = 5 17. Travel Expenses (lodging, p	ook (Specify on additional slove) 125.00		33,875.00 94.35	-	34187,5340			
(RATE PER HOUR = \$ 17. Travel Expenses (lodging, p) 18. Other Expenses (other than	ock (Specify on additional class 125.00 arking	271.00	33,875.00	-	94.36 94.36 94.36			
IT Travel Expenses (lodging, p) 18. Other Expenses (other that GRAND TOTALS (CL)	ook (Specify on additional slove) 125.00	271.00	33,875.00 94.35 35,031.85 20. APPOINTMENT	273.5	94.36 35.344,399	SPOSITION		
(RATE PER HOUR - S 17. Travel Expenses (lodging, p 18. Other Expenses (other that CRAND TOTALS (CI 19. CERTIFICATION OF ATTO	ook Specify on additional state T25.00 with arking with a state with a state with a state state state with a state	271.00	33,875.00 94.35 35,031.85 20. APPOINTMENT	273.5	94.36 35.344,399	SPOSITION		
(RATE PER HOUR = 5 (7) (7	ork (Specify on additional states) 125.00 arking ar	271.00	33,875.00 94.35 35,031.85 20. APPOINTMENT	273.5	25 344, 2500 27 4.36 25 344, 250 27 6ASE DIS 27 6ASE DIS	SPOSITION		
(RATE PER HOUR = 5 7. Travel Expenses (other there) 18. Other Expenses (other there) 19. CERTIFICATION OF ATTO FROM: 22. CLAIM STATUS	ords (Specify on additional size 125.00 arking (C) (C) (C) (C) (C) (C) (C) (C) (C) (C)	271.00	35,031.85 20. APPOINTMENT IF OTHER THA	TERMINATION DA N CASE COMPLETI	974.30 974.30 25.344,20 17E 27.74 SE DIS on 27.74 SE DIS on 27.74 SE DIS			
(RATE PER HOUR - 5 17. Travel Expenses (Iddging, D 18. Other Expenses (Iddging, D 19. CERTIFICATION OF ATTO FROM: 22. CLAIM STATUS Have you previously applied	ork (Specify on additional Line) 125.00 arbina NEV/PAYEE FOR THE PERIOD O TO: Final Payment Final Payment Comparison address Final Payment Comparison address Comparison address	271.00	33,875.00 94.35 35,031.85 20. APPOINTMENT IF OTHER THAN	TERMINATION DA CASE COMPLETE Supplements If yes, were you	341 \$7, \$2000 94.36 25.344, \$2000 125.344, \$2000 127.0458 Disono N Intal Payment paid? YES			
(RATE PER HOUR - 5 17. Travel Expenses (Iddging, D 18. Other Expenses (Iddging, D 19. CERTIFICATION OF ATTO FROM: 22. CLAIM STATUS Have you previously applied	ork (Specify on additional 1 and 125.00 aritims with) and 125.00 aritims with) are shown and the second sec	Payment Number in Payment Number innbursenent for this one else, received payme	33,875.00 94.35 35,031.85 20. APPOINTMENT IF OTHER THAN	TERMINATION DA CASE COMPLETE Supplements If yes, were you	341 \$7, \$2000 94.36 25.344, \$2000 125.344, \$2000 127.0458 Disono N Intal Payment paid? YES			
(RATE PER HOUR-5 (RATE PER HOUR-5 (RATE PER HOUR-5 (RATE) (RATE PER HOUR-5 (RATE)	ork (Specify on additional Least 125.00 arking EVPAYEE FOR THE FRIOD O TO: Final Payment Defecution for compensation and/or re ve yoa, or to your knowledge has anyo MO (Fyes, give details on	Payment Number in Payment Number innbursenent for this one else, received payme	33,875.00 94.35 35,031.85 20. APPOINTMENT IF OTHER THAN	TERMINATION DA CASE COMPLETE Supplements If yes, were you	341 \$7, \$2000 94.36 25.344, \$2000 125.344, \$2000 127.0458 Disono N Intal Payment paid? YES			
(RATE PER HOUR-5 (RATE PER HOUR-5 (RATE PER HOUR-5 (RATE PER HOUR-5 (RATE)	ork (Specify on additional Least 125.00 arking EVPAYEE FOR THE FRIOD O TO: Final Payment Defecution for compensation and/or re ve yoa, or to your knowledge has anyo MO (Fyes, give details on	Payment Number in Payment Number innbursenent for this one else, received payme	33,875.00 94.35 35,031.85 20. APPOINTMENT IF OTHER THAN	TERMINATION DA CASE COMPLETE Supplements If yes, were you	341 \$7, \$2000 94.36 25.344, \$2000 125.344, \$2000 127.0458 Disono N Intal Payment paid? YES			
IRATE PER HOLR-S 17 Travel Expanse fording: pc 18. Other Expanse fording: pc 19. CERTIFICATION OF ANTO PROM: 20. CLAIN STATUS H-vry you previously applied Other through the one the Court, here the oscillation of Attorney Everes or affinent the truth oscillation of Attorney	od: (Specify on additional life 125.00 AND BADJIESTIFUD RNEV/PAYEE FOR THE PERIOD O TO: Final Payment Final Payment D final regress and address and and to the court for compensation and/or re ve you, or to your knowledge has appo- ted NO Effect your change of the set of the se	271.00 Fr CER VICE	33,875.00 94.35 35,031.85 20. APPOINTMENT FOTHER THAN THE OTHER THAN YES SONO rat (compensation or anyth	TERMINATION DA NCASE COMPLET Supplement If yes, were you using of volue) from an Date	341 \$7, \$2000 94.36 25.344, \$2000 125.344, \$2000 127.0458 Disono N Intal Payment paid? YES			
(RATE PER HOLK-S (RATE PER HOLK-S (Travel Bepause Goldmer, S (Ghe Expanse Goldmer, S (Ghe Expanse), Goldmer, S (Ghe Expanse), Goldmer, S (Ghe Expanse), Goldmer, S (Ghe Expanse), S (G	ork (Specify on additional Line) 125.00 AND AND AND AND AND AND AND AND AND AND	271.00 A CERVICE In Payment Number introbursement for this solid its all shoets.	33,875.00 94,35 35,031.85 20. APPOINTMENT IF OTHER THAN O YES ST NO and Compensation or any	TERMINATION DA NCASE COMPLETI Supplement If yes, were you ting of volue) from an Date Date	SH (27, 2000) 97 4.34 25 3 44, 2500 77 4.34 25 3 44, 2500 17 67.56 Di TT (27.56 Di 17 67.56 Di ntal Payment 17 67.56 Di paid? YES NC y other source in connection 10	with this		
(RATE PER HOLR-S) 1 Travel Expanse folding: A 18. Other Expanse folding: A 19. CERTIFICATION OF ANTO 19. CERTIFICATION OF ANTO PROM: 22. CLAIN STATUS Have you previoadly applied Other data form the Crauth Is reverse or affirm the trait Signature of Actomey 23. IN COURT COMP.	od: (Specify on additional line 125.00 125.00 AND DISS GED RNEV/PAYEE FOR THE PERIOD O Final Payness: I final payne	PERFORMENT IN Payment Number imburgement for this additional sheets. ****	33,875.00 94,35 35,031.85 20. APPOINTMENT P OTHER THAN YES SONO rat (compensation or anythen SS 20.6 STLES	TERMINATION DA CASE COMPLETI Supplement If yes, were you ting of volue) from an Date Date NO ONLY:	27. TOTAL_AMT. APPR 27. TOTAL_AMT. APPR 27. TOTAL_AMT. APPR	with this		
(RATE PER HOLK-S) 17 Travel Depasse Roldings, Charlenge, Char	of: (Specify on additional Line 125.00 125.00	271.00 A CERVICE In Payment Number introbursement for this solid its all shoets.	33,875.00 94,35 35,031.85 20. APPOINTMENT P OTHER THAN YES SONO rat (compensation or anythen SS 20.6 STLES	TERMINATION DA CASE COMPLETI Supplement If yes, were you ting of volue) from an Date Date NO ONLY:	SH (27, 2000) 97 4.34 25 3 44, 2500 77 4.34 25 3 44, 2500 17 67.56 Di TT (27.56 Di 17 67.56 Di ntal Payment 17 67.56 Di paid? YES NC y other source in connection 10	with this		
(RATE PER HOLR-S) 1 Travel Expanse folding: A 18. Other Expanse folding: A 19. CERTIFICATION OF ANTO 19. CERTIFICATION OF ANTO PROM: 22. CLAIN STATUS Have you previoadly applied Other data form the Crauth Is reverse or affirm the trait Signature of Actomey 23. IN COURT COMP.	of: (Specify on additional Line 125.00 125.00	PERFORMENT IN Payment Number imburgement for this additional sheets. ****	33.876.00 94.35 35,031.85 20. APPOINTMENT F orthear that Output the state of the st	TERMINATION DA CASE COMPLETI Supplement If yes, were you ting of volue) from an Date Date NO ONLY:	25 344, 25 25 344, 25 25 344, 25 25 344, 25 26 27 and Payment 27 paid? YE y other source in connection 27 TOTAL_MAT.PPPR	with this		
(RATE PER HOLK-S) 17 Travel Depasse Roldings, Charlenge, Char	ori: (Specify on additional Line 125.00 125.00 write: AND AND ANS FEED NETVPAYEE FOR THE FERIOD OF TO: Final Payment Differ [] Interim of Final Payment of For a provide the second of fye, give details on or Market Court for courter courts of your for court of court 24.00 FF court of court of court 23.90 FF court of court of court 24.00 FF court of court of court 24.00 FF court of court of court 24.00 FF court of court of court 25.00 FF court of court of court of court 25.00 FF court of court of court of court 25.00 FF court of court o	PERFORMENT IN Payment Number imburgement for this additional sheets. ****	33.875.00 94.35 35.031.85 20. APPOINTMENT F or These ThiA F or These ThiA 0 YES	CT2.5 Control Dates	941 97, 300 974.34 360 127.344 3700 127.765 3700 931 717 931 717 932 707 933.707 326 33.707 30.7	with this		
(RATE PER HOLK-S) 17 Travel Expanse fording regimes 18. Other Expanse fording regimes 19. CERTIFICATION OF ATTO PROM: 22. CLAIM STATUS Have you previously applied Other than form the Court, have a second and the second application of the second application of the second application of Automey 23. IN COURT COMP. 24. NO COURT COMP. 25. NO COURT COMP. 26. SCINATURE OF THE PRESS	ori: (Specify on additional Line 125.00 125.00 write: AND AND ANS FEED NETVPAYEE FOR THE FERIOD OF TO: Final Payment Differ [] Interim of Final Payment of For a provide the second of fye, give details on or Market Court for courter courts of your for court of court 24.00 FF court of court of court 23.90 FF court of court of court 24.00 FF court of court of court 24.00 FF court of court of court 24.00 FF court of court of court 25.00 FF court of court of court of court 25.00 FF court of court of court of court 25.00 FF court of court o	P CEDUCE P CEDUCE Name P CEDUCE Name P CEDUCE P CEDUCE Name P CEDUCE P CE	33.875.00 94.35 35.031.85 20. APPOINTMENT F or These ThiA F or These ThiA 0 YES	CT2.5 Control Dates	25 34 (27, 37, 30) 25 34 (27, 37, 30) 25 34 (27, 37, 30) IT IT IT IT	with this		

1. EXCESSIVE CLAIM

2. SIGNATURE OF PRESIDING JUDGE NOT ON VOUCHER

3. BOX 21 CASE DISPOSITION NOT COMPLETED

THERE IS NO DESCRIPTION OF SERVICES ON WORKSHEET

.

	IN-COURT HOURLY WORKSHEE	Т			Case Num Voucher N	ber:			
Date	Brief Description of Services	Arraignmen t/Plea	Motions & Requests	Bail Hearings	Sentence Hearings	Trial	Revocation Hearings	Appeals Court	Other
6/1/12		1.0							
6/22/12									1.0
8/21/12	·								1.0
10/17/12									1.0
11/6/12		1.0							
7/11/13					1.0				
	Page Total:	2.0	0.0	0.0	1.0	0.0	0.0	0.0	3.0
	Grand Total:	2.0	0.0	0.0	1.0	0.0	0.0	0.0	3.0

On-line Reference Tool (ORT)

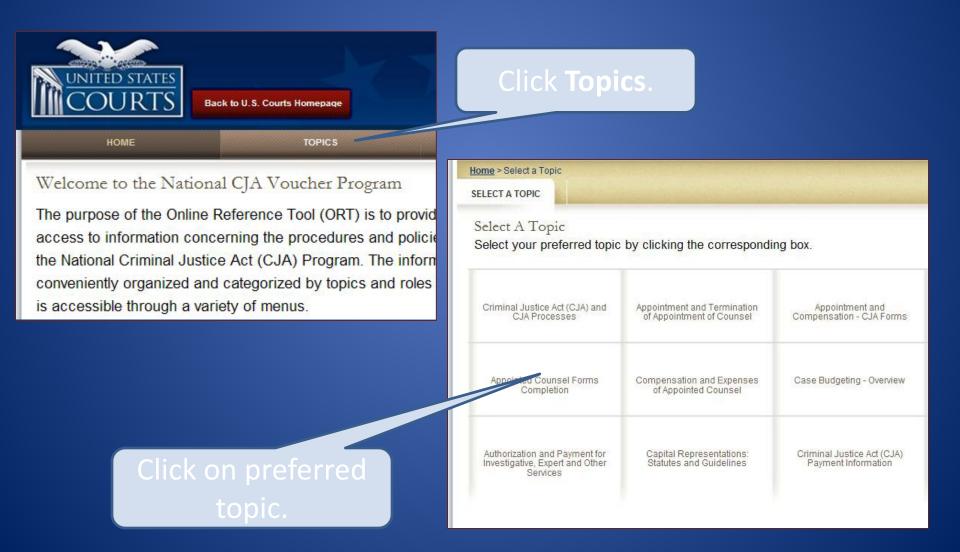
- Location and purpose of the ORT
- Navigation and search strategies
- Type of material you will find in the ORT

http://www.uscourts.gov/uscourts/cjaort/index.html

ORT Location and Purpose

- Located on uscourts.gov and the J-NET
- Rapid access to voucher submission and processing procedures and policies
- Content conveniently organized
 - By Topics
 - By Roles

Access Content by Topics



Use the ORT for...

- Linking to the CJA Guidelines (Volume 7, Part A), also referred to as "the Guide"
 In-text citations
 - Link to U.S. Courts publications page

Questions Regarding Federal Practice CJA Panel Representative Michael Stengel

CLOSING REMARKS