

INSTRUCTIONS FOR COMPLETING CJA 30 VOUCHER

Please read these instructions before completing the voucher.

NOTE: All correspondence relating to CJA Vouchers should be directed to the Clerk's Office.

WHAT TO SUBMIT

1. ORIGINAL CJA VOUCHER ISSUED BY ELEVENTH CIRCUIT COURT OF APPEALS.
You may not submit a claim for appellate work on a CJA voucher issued by a district court. If you have misplaced the original voucher issued by this court, contact the appropriate deputy clerk in charge of your appeal or the CJA clerk in this office for a replacement.
2. MEMORANDUM OF OUT-OF-COURT TIME.
List the date of each service performed, the nature of services performed, and the time spent performing it. The Memorandum of Time **MUST** show time by relevant category in the same sequence as that of the voucher, so that the voucher may be audited as required to confirm that all amounts have been added, multiplied, and transferred correctly. A worksheet to assist counsel in preparing a Memorandum of Time is available on the internet at www.ca11.uscourts.gov.
3. RECEIPTS, CANCELED CHECKS OR INVOICES. (Also see Instructions 12 through 15)
Must accompany claims for commercial copying, airfare, hotel, meals and any single category of miscellaneous expenses exceeding \$50 (such as postage or telephone charges). A claim for computer assisted legal research must be accompanied by either a receipt or "an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research)."
4. ONE COPY OF EACH BRIEF AND PETITION FOR REHEARING FILED ON BEHALF OF YOUR CLIENT.
5. ONE COPY OF PETITION FOR A WRIT OF CERTIORARI TO SUPREME COURT, if you are claiming the time and expense of preparation.

WHEN TO SUBMIT

6. WITHIN 60 DAYS AFTER MANDATE ISSUES.
All parties will be notified when the mandate issues. See FRAP 41.

WHICH TIME TO CLAIM

7. CLAIM ALL TIME SPENT REPRESENTING YOUR CLIENT FROM THE DATE OF THE ORDER APPOINTING YOU THROUGH AND INCLUDING THE PREPARATION OF A PETITION FOR A WRIT OF CERTIORARI.
The date of the appointment is shown at voucher item #12, below the signature of the judge or deputy clerk. You may not claim **ANY** time prior to the date of appointment without specific court approval. *(If you believe that you have justification for requesting that your appointment be made retroactive to an earlier date, you may file a motion with the appointing court requesting such relief.)*

HOURLY RATES

8. IN-COURT TIME* for services rendered on or after Jan. 1, 2016: \$183 [Jan. 1, 2015 - Dec. 31, 2015: \$181]
9. OUT-OF-COURT TIME* for services rendered on or after Jan. 1, 2016: \$183 [Jan. 1, 2015 - Dec. 31, 2015: \$181]
***ALL TIME CLAIMED MUST BE REPORTED IN TENTHS OF AN HOUR.**
Voucher will be returned for compliance with the requirement for reporting time in *TENTHS* of an hour.

SERVICES ALLOWABLE ON CJA 31 FORM

10. SERVICES OF PARALEGALS AND LEGAL ASSISTANTS (INCLUDING LAW STUDENTS).
You **MUST** use a CJA 31 form, "Authorization and Voucher for Expert and Other Services." The form is available on the internet at www.ca11.uscourts.gov. Reasonable compensation may be approved at a rate that shall not exceed the lesser of the rate paid to CJA counsel or the rate typically charged by counsel to a fee-paying client for such services. *Prior authorization must be obtained for services in excess of \$800, unless in the interest of justice the court finds that timely procurement of services could not await prior authorization.*

