

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 CJA Team (404) 335-6167.

WHAT TO SUBMIT OR UPLOAD IN eVOUCHER

1. **SUBMIT 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.
2. **INCLUDE DESCRIPTION OF SERVICES**
List the date of each service performed, the nature of services performed, and the time spent performing it.
3. **UPLOAD RECEIPTS, CANCELED CHECKS, AND/OR INVOICES.** (Also see Instructions 11 through 14)
Receipts, canceled checks, and/or invoices must accompany claims for commercial copying, airfare, hotel, meals, and any single miscellaneous expense 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)." 11th Cir. R. Addendum Four, page 8.
4. **UPLOAD EACH BRIEF AND PETITION FOR REHEARING FILED ON BEHALF OF YOUR CLIENT.**
5. **UPLOAD PETITION FOR A WRIT OF CERTIORARI TO SUPREME COURT,** if you are claiming the time and expense for preparation of the petition.

WHEN TO SUBMIT VOUCHER

6. A voucher must be submitted no later than 60 DAYS after issuance of the mandate or the filing of a petition for a writ of certiorari (whichever is later). (All parties will be notified when the mandate issues. See FRAP 41.)
IF YOUR VOUCHER IS SUBMITTED AFTER THE DEADLINE, YOU MUST PROVIDE A STATEMENT ESTABLISHING GOOD CAUSE FOR THE DELAY.

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. Hourly rates for services can be found at: <http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-6-ss-630-compensation-appointed-counsel#a630>
ALL TIME CLAIMED MUST BE REPORTED IN TENTHS OF AN HOUR.
A voucher will be rejected for non-compliance with the requirement for reporting time in TENTHS of an hour.

SERVICES ALLOWABLE ON CJA 31 VOUCHER

9. **SERVICES OF PARALEGALS AND LEGAL ASSISTANTS (INCLUDING LAW STUDENTS).**
You **MUST** use a CJA 31 voucher, "Authorization and Voucher for Expert and Other Services" for services of paralegals and legal assistants (including law students). 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.*

ALLOWABLE EXPENSES (Also see Instruction 3)

10. **IN-HOUSE COPYING: ACTUAL COSTS UP TO 15 CENTS PER PAGE.**
State the number of pages and cost per page.
11. **COMMERCIAL COPYING: ACTUAL COSTS UP TO 25 CENTS PER PAGE.**
The invoice must show the number of pages and cost per page. Commercial reproduction expenses are not reimbursable in excess of this limitation.
12. **TRAVEL EXPENSE LIMITATIONS (FOR ORAL ARGUMENT).**
Automobile mileage: Mileage rates can be found at: <https://www.gsa.gov/portal/content/100715>
Airfare: **You MUST obtain an AIR TRAVEL AUTHORIZATION form from the CJA Clerk prior to making flight reservations.**
Food & Lodging: Actual expenses (excluding lodging taxes) not to exceed the per diem rates that can be found at: <https://www.gsa.gov/portal/category/100120>
Lodging taxes are excluded from the per diem rates, but are reimbursable as travel expenses. On a day for which no lodging is required (e.g., day of departure from oral argument location) reimbursement is limited to the M&IE rate that can be found at the above link.
13. **COMPUTER ASSISTED LEGAL RESEARCH.**
Use of PACER does not constitute computer assisted legal research.
14. **OUT-OF-POCKET MISCELLANEOUS EXPENSES.**
Expenses for necessary phone calls, supplies, postage, and parking for oral argument are reimbursable.

EXPENSES GENERALLY NOT ALLOWED

15. **EXPRESS MAIL/COURIER/OTHER SPECIAL ARRANGEMENTS.**
Counsel must file documents electronically using the ECF system. 11th Cir. R. 25-3. When documents are required to be submitted in paper, counsel should prepare those documents early enough to permit use of U.S. Postal Service first class mail, though counsel are encouraged to use the most cost-effective means available for delivery. For delivery of items that could have been mailed via first class mail, additional expenses will be reimbursed only if a satisfactory explanation is given why first class mail service was not utilized. 11th Cir. R. Addendum Four, page 8.
16. **OFFICE OVERHEAD.**
Routine operating expenses (e.g., secretarial time and general office supplies) are not allowable. Office supplies purchased for a specific appeal (e.g., blue brief covers) are allowable if identified as such and accompanied by receipts.
17. **TRAVEL EXPENSES EXCEPT FOR ORAL ARGUMENT.**
Court-ordered authorization of such travel is a prerequisite to reimbursement.
18. **PACER FEES.**
Counsel should use fee-exempt PACER accounts when performing CJA-related work.

MULTIPLE DEFENDANTS

19. **IF YOU REPRESENT MULTIPLE DEFENDANTS IN THE SAME APPEAL, USE SEPARATE VOUCHERS FOR EACH DEFENDANT AND PRO-RATE YOUR TIME.**
On supporting documentation list all voucher numbers and clearly delineate the time attributable to each defendant.

OTHER INFORMATION

20. PLEASE ADDRESS ANY QUESTIONS TO THE CJA TEAM (404) 335-6167.
21. CJA eVoucher Information and Documentation can be found at www.ca11.uscourts.gov/attorney-info/evoucher.