

**SPECIAL NOTICE**  
**TO COUNSEL APPOINTED UNDER THE CRIMINAL JUSTICE ACT**  
**IF TRAVELING BY AIR, PROMPT ACTION REQUIRED**

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, the Clerk's Office may assist counsel appointed under the Criminal Justice Act to obtain **GOVERNMENT RATES FOR AIRLINE TRAVEL** to attend oral argument before this Court.

Considerable savings may be achieved by obtaining reduced government rates for airline travel to oral argument by appointed counsel. We therefore request that you arrange air travel for oral argument in the manner described below. Should you choose *not* to make air travel arrangements in this manner, **reimbursement for air travel expenses may not exceed the lowest government rate that could have been obtained by following these procedures.**

Counsel traveling by commercial airline are requested to follow these procedures when making travel arrangements to attend oral argument:

- (1) Upon issuance of the calendar scheduling your case for oral argument, the CJA Clerk will prepare an Air Travel Authorization that will be signed by the Clerk of Court and mailed to you.
- (2) When you receive the Air Travel Authorization, you should **PROMPTLY** contact National Travel at the special toll-free number given to you to obtain government rate airline tickets for coach section seating charged to the Court's account.
- (3) When calling National Travel, advise them that you are an attorney providing CJA representation in *this* Court, and provide them with the Internal Accounting Control Number shown on the Air Travel Authorization.

You should instruct National Travel where to deliver the tickets (which may include airport pick up).

- (4) National Travel is a full-service travel agency that can also assist you with making hotel reservations at the government rate. However, lodging expenses will not be charged to the Court's account. You must personally pay for your lodging expenses and claim reimbursement for those expenses on your CJA voucher.
- (5) Travel arrangements should be made *as soon as possible* following receipt of the Air Travel Authorization. If you do not receive an Air Travel Authorization from the CJA Clerk within fourteen (14) days of receiving the oral argument calendar, you should **PROMPTLY** call 404-335-6160 to request an Air Travel Authorization. **Inability to obtain government rates based on failure to timely request an Air Travel Authorization or to make *timely* travel arrangements through National Travel will not justify reimbursement of travel expenses greater than the government rate.**
- (6) A copy of the Air Travel Authorization must be carried with you during authorized travel for presentation should an airline representative ask for identification. A copy of the Air Travel Authorization must also be attached to your CJA Voucher for audit purposes at the time you submit your claim for compensation. Otherwise, there will be a delay in processing the CJA Voucher.