
FOURTH CIRCUIT CJA UNIT

Circuit Case Budgeting Attorney

Larry Dash

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Phone: (804) 916-2177

Based in Richmond, VA

- Provides guidance to judges, attorneys, and CJA administrative staff on CJA policies and procedures, in consultation with the Defender Services Office of the Administrative Office of the United States Courts.
- Reviews excess CJA payment, funding, and budget requests for compliance with the Criminal Justice Act and policies of the Judicial Conference of the United States.
- Assists the Fourth Circuit in designing and administering procedures for the recruitment and reappointment of federal public defenders, conducting FPD evaluation surveys, and reviewing CJA District Plans for recommendation to the Judicial Council of the Fourth Circuit.
- Works with CJA counsel, judges, and CJA administrators to fund, through the case budgeting process, high-quality, cost-effective representations in complex or high-cost criminal cases, federal death penalty cases, and capital habeas corpus proceedings.
- Works with CJA counsel to identify and utilize litigation resources (including experts and other service providers) in a cost-effective manner.
- Assists CJA counsel with negotiating appropriate service provider rates to ensure the ongoing availability of high-quality, experienced experts and other service providers.
- Coordinates shared resources and discovery management in multi-defendant cases.
- Conducts first-level reasonableness review of vouchers for the Fourth Circuit Chief Judge.
- Collaborates with the Court regarding excess compensation approvals, case budgeting matters that implicate novel or complex CJA policy issues or funding requests, and proposed changes to a court's CJA plan or CJA-related standing orders, local rules, or policies.

- Develops best practices and training on case budgeting, vouchering, cost containment, and effective resource management for courts and panel attorneys.
- Serves as a resource for CJA Panel Attorney District Representatives, Courts, and Federal Defender Organizations with delegated CJA panel management responsibilities within the circuit on case budgeting techniques, service provider utilization, panel management, and vouchering.
- Assists with development of, and provides guidance on, CJA policies and procedures in coordination with the AO's Defender Services Office.

CJA Specialist

Donna Sewash

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Phone: (804) 916-2164

Based in Richmond, VA

- Reviews CJA payment and funding requests for compliance with national and circuit CJA guidelines and policies.
- Maintains CJA voucher, budget and expert service provider databases.
- Assists with administering the Circuit review and approval component of the eVoucher program.
- Helps provide eVoucher training and operational assistance to the Court of Appeals and district courts.
- Assists with development of voucher processing tips, procedures, and forms.

Questions? Email

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