

U.S. Court of Appeals for the Fourth Circuit

CJA Authorization Request Form

Litigation Support Services in Excess of \$900 for the Case

Complete CJA Authorization Request Form and submit form for approval using one of the following options:

- Upload form to an AUTH request in CJA eVoucher. After the court approves the AUTH in CJA eVoucher, counsel may submit a CJA 21 voucher by selecting “Use Previous Authorization,” selecting the previously approved AUTH, entering the services and expenses, uploading the invoice, and submitting the CJA 21 through CJA eVoucher.

OR

- Submit the form for approval by emailing it to 4cca-cja@ca4.uscourts.gov. After the court returns the approved form, counsel may submit a CJA 21 voucher by selecting “No Authorization Required,” entering the services and expenses, uploading the invoice and the approved form, and submitting the CJA 21 through CJA eVoucher.

Case No.:

Case Name:

Name of Attorney:

Name of Expert Service Provider:

Address:

Phone:

Email Address:

Employer Identification or Social Security Number:

Use this form if you anticipate litigation support services for the case will exceed \$900.

Request for Authorization of Litigation Support Services in Excess of \$900 for the Case.

Litigation Support Services rate may not exceed \$85 per hour. Describe why excess services are needed – e.g., lengthy jury trial, voluminous record, multiple defendants and issues, complex appendix assembly tasks, extensive formatting work, multiple changes required

Justification for Litigation Support Services Exceeding \$900 for the Case:

Total Amount Requested for Litigation Support Services in the Case: \$

Attorney’s Electronic Signature:

Date: