

U.S. Court of Appeals for the Fourth Circuit
CJA Authorization Request
For Law Clerk or CALR 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:

Select Applicable Request:

Request for Law Clerk Services in Excess of \$900 for the Case.

Law clerk rate may not exceed \$25 per hour.

Total Amount Requested for Law Clerk Services for the Case (# hours X \$25/hr.):

Justification for Services in Excess of \$900:

Request for Computer Assisted Legal Research in Excess of \$900 for the Case.

Total Amount Requested for CALR Services for the Case:

Justification for Services in Excess of \$900:

Attorney’s Electronic Signature:

Date: