

U.S. Court of Appeals for the Fourth Circuit

CJA Authorization Request Form—Associate Counsel

Complete and email this form to 4cca-cja@ca4.uscourts.gov to request that CJA associate counsel be added to your appointment. Once associate counsel has been added to your appointment, you can create a voucher that includes associate counsel's time by following the instructions available at this link: <http://www.ca4.uscourts.gov/docs/pdfs/evoucherattorneyassociates.pdf>.

CJA associate counsel is paid at a rate of \$95 per hour in non-capital cases (\$90 for work performed before January 1, 2020). CJA associate counsel in a case in which the defendant is subject to the death penalty may be paid up to the CJA rate for appointed counsel in non-capital cases.

Payment for work performed by associate counsel is made to appointed counsel, and the 1099 form is sent to appointed counsel. If associate counsel is in a different law firm, appointed counsel is responsible for issuing payment and a 1099 form to associate counsel.

CJA appointed counsel's signature is required on all filings. Oral argument may not be presented by CJA associate counsel without leave of court. If leave is granted, CJA associate counsel must file an appearance of counsel form and an oral argument acknowledgment form.

Case No.: **Case Name:**

Name of Appointed Counsel:

Name of Associate Counsel:

Address:

Phone:

Email Address:

How Will Use of Associate Counsel Reduce Costs or Benefit Representation?

Will Combined Hours for Appointed and Associate Counsel Exceed Compensation Limits?

No.

Yes. If yes, explain why case is extended or complex:

Attorney's electronic signature:

Date: