

U.S. Court of Appeals for the Fourth Circuit
CJA Authorization Request Form
Paralegal 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 paralegal services for the case will exceed \$900.

[] Request for Authorization of Paralegal Services in Excess of \$900 for the Case.

Paralegal rate may not exceed \$55 per hour. Provide enough specificity for the court to determine whether paralegal services in excess of \$900 are reasonable and necessary to the representation.

Justification for Paralegal Services Exceeding \$900 for the Case:

Total Amount Requested for Paralegal Services in the Case:

Attorney’s Electronic Signature:

Date: