

United States Court of Appeals for the Fourth Circuit CJA Update

Note: The January 2020 Update was amended in July 2020 to reflect that the Paralegal Services Authorization Request is no longer used for oversized appendix or record copy requests. Leave for excess appendix or record copies may be requested in advance in CM/ECF or justified at the end of the case when the voucher is filed.

Rate Increases

- **Case Compensation Maximums:** Effective January 1, 2020, the case compensation maximum for direct and collateral criminal appeals increased from \$8,200 to \$8,400.
- **Appointed Counsel Hourly Rates:** Effective January 1, 2020, appointed counsel's hourly rate increased from \$148 to \$152 in non-death penalty cases and from \$190 to \$195 in death penalty cases.
- **Associate Counsel Hourly Rates:** Effective January 1, 2020, associate counsel's hourly rate increased from \$90 to \$95 in non-death penalty cases and from \$148 to \$152 in death penalty cases.
- **Paralegal Hourly Rates:** Effective January 1, 2020, the paralegal hourly rate increased from \$35 to \$55.

CJA Authorization Procedures

- **Budgets:** Submit budget for a representation anticipated to exceed 300 hours by creating a BUDGETAUTH in eVoucher rather than through CM/ECF.
- **Associate Counsel:** Submit request to use associate counsel through email to 4cca-cja@ca4.uscourts.gov rather than through CM/ECF.
- **Travel for Client Visit:** Submit request for approval of overnight travel to visit client by creating a TRAVEL request in eVoucher rather than through CM/ECF.
- **Government Rates for Plane and Train Travel:** Make plane or train reservations at government expense for travel to present oral argument by creating a TRAVEL request in eVoucher. Estimate airline ticket cost based on the YCA rate at [GSA City-Pair Government Coach Airfares](#). Call National Travel Service at 800-445-0668 to make coach-class reservations after court approves request.

- **Brief and Appendix Services:** Prior authorization to use commercial printers to assemble and format briefs and appendices is required only if paralegal services exceed \$900 (over 16.3 hours). Submit request by completing AUTH for paralegal services in eVoucher.
- **Interpreter and Translator Services:** Prior authorization to use interpreter or translator services is required only if the total cost of the services exceeds \$900. If prior authorization is required, submit CJA eVoucher AUTH for interpreter or translator services.
- **Transcription Services:** Authorization of transcript is requested by submitting a CJA eVoucher AUTH-24 through the district court's eVoucher system.

Training Materials

- **Criminal Appellate Practice Seminar:** Materials and video from the Fourth Circuit's Criminal Appellate Practice Seminar, held October 28, 2019, are available at <http://www.ca4.uscourts.gov/appointed-counsel/fourth-circuit-criminal-appellate-practice-seminar-materials>.

Fourth Circuit Forms

- [CJA 20 Payment Memo](#)
- [CJA 30 Payment Memo](#)
- [CJA Authorization Request—Associate Counsel](#)
- [CJA Authorization Request—Interpreter and Translator Services](#)
- [CJA Authorization Request—Law Clerk and CALR Services](#)
- [CJA Authorization Request—Paralegal Services](#)
- [CJA Authorization Request—Travel](#)