

CHECKLIST FOR CJA 20 AND 30 VOUCHERS

- ✓ Do not File Voucher until all CJA Representation is Complete.

The vouchers for all attorneys who have represented a defendant on appeal are reviewed together because the maximum compensation level applies to the combined vouchers. The court notifies former CJA counsel when judgment is entered in the case so that former counsel may submit a voucher.

- ✓ File Voucher within 60 days of Entry of Judgment, Denial of Rehearing, or Filing of Certiorari Petition, and after Certiorari Status Form has been filed.

Vouchers are to be filed within 60 days of completion of the representation. Appellate representation includes notifying the defendant of the right to file a petition for certiorari and, if a petition is requested, either filing the petition or moving to withdraw based upon the fact that a certiorari petition would be frivolous. Counsel's voucher will not be processed until counsel has filed a Certiorari Status Form indicating that representation through the certiorari stage is complete.

- ✓ Upload Excess Compensation Statement if Needed.

An excess compensation statement is required with all CJA 30 vouchers and with any CJA 20 vouchers in excess of the applicable compensation limit. The [CJA 27 Excess Compensation Form](#) or a memorandum may be used for this purpose.

- ✓ Upload Required Receipts:

- All travel receipts, including receipts for lodging, meals, plane or train travel
- Receipt for computer assisted legal research or explanation of basis for charge
- Any other expense in excess of \$50