

CHECKLIST FOR CJA 20 AND CJA 30 VOUCHERS

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

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 final voucher will not be processed until counsel has filed a [Certiorari Status Form](#) indicating that representation through the certiorari stage is complete. However, counsel may submit an interim voucher in qualifying representations. A qualifying representation may be a representation (1) that exceeds 90 days, or (2) when the claimed compensation and expenses total over \$4,000. Further, interim vouchers in qualifying representations must be submitted at logical intervals (e.g. after filing the opening brief and/or the reply brief and after oral argument).

- ✓ Upload the completed CJA 27 Excess Compensation Form if needed.

A [CJA 27 Excess Compensation Form](#) is needed for all CJA 30 vouchers and for any CJA 20 voucher in excess of the applicable compensation limit.

- ✓ Upload Required Receipts.

All travel expenses must be supported with receipts. Credit card receipts are not considered acceptable documentation. The CJA Guidelines prohibit the Court from reimbursing counsel for alcoholic beverages, safe deposit boxes, in-room movies, etc. or for lodging and/or expenses for anyone other than court-appointed counsel. For overnight travel, reasonable expenses for lodging and meals will be reimbursed on an actual expense bases; per diem is not allowed.

Claims for reimbursement for computer assisted legal research must be supported with a copy of the bill and receipt for the use of the legal research services or an explanation of the precise basis of the charge. Upload the bill using the Documents tab in CJA eVoucher. If the amount claimed is more than \$500 or if it includes costs for downloading or printing, counsel should include a brief justification.

Any other expense more than \$50 must be supported with detailed receipts. Claims for Expert Services (Interpreter/Translator, CALR (Westlaw/Lexis, etc.), Paralegal Services, Duplication Services, and Litigation Support Services) are to be filed on a CJA 21/CJA 31.

Our CJA eVoucher website address is <https://www.ca4.uscourts.gov/information-for/appointed-counsel/cja-evoucher>.