

UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT
THURGOOD MARSHALL UNITED STATES COURTHOUSE
40 FOLEY SQUARE
NEW YORK, NEW YORK 10007
www.ca2.uscourts.gov

JOHN M. WALKER, JR.
CHIEF JUDGE

ROSEANN B. MacKECHNIE
CLERK OF COURT

Dear CJA Attorney,

You have just been appointed as counsel pursuant to the Criminal Justice Act (CJA). We are confident that you will provide legal representation in keeping with the highest traditions of appellate advocacy. We describe below information and procedures that will facilitate the processing of your CJA Vouchers and expedite payment. Please review the information provided because the failure to comply with the described procedures will result in your Vouchers being returned.

The Court's website address is www.ca2.uscourts.gov. Please click on Clerk's Office, then CJA Materials to access all the forms, instructions and information you will need in order to claim compensation for services rendered and expenses incurred. If you cannot access the website, contact the Clerk's Office to request that the forms be mailed to you. These include:

- *CJA Form 20 and Instructions for Form 20*
- *Important Notice to CJA Attorneys and Trial Attorneys of Criminal Defendants*
- *Notice to Court Appointed Counsel of Public Disclosure of Attorney Fee Information*
- *Attorney Statement (in Support of CJA Compensation Exceeding the Statutory Maximum)*
- *Out of Court Hourly Worksheet and Other Expense Worksheet*
- *Affidavit/Affirmation For Removal of Record*

It is very important that you submit your CJA voucher on time with the proper supporting documentation. The documents listed above provide the means to do so. In addition, note the following important information:

- The CJA Materials page on our website also includes the Amended CJA Plan (effective January 2002) and all other CJA claim forms and instructions. You may find this information helpful.
- The maximum hourly rate is \$90 for both in-court and out-of-court work.
- Vouchers must be submitted **no later than 45 days** after the final disposition of the case, unless good cause is shown.
- Effective February 3, 2003, time claims should be made in **tenths of an hour and/or whole hours only**, as per the instructions in the CJA forms. **Claims that do not conform to this method of calculation will be returned to you.**
- Expenses/descriptions of services should be provided in the format outlined on the

Worksheets and Attorney Statement. You will expedite the processing of your voucher if you follow the format on the worksheets.

- Claimed hours and expenses for vouchers exceeding the statutory maximum (\$3,700) will be analyzed in light of the information you provide in the *Attorney Statement* form. Failure to include a completed *Attorney Statement* for vouchers exceeding the statutory maximum will delay reimbursement.
- Prior authorization from the presiding Judge must be obtained for all investigative, expert, or other services where the cost (excluding reimbursement for reasonable expenses) will exceed \$300. In addition, there is a not-to-exceed limit of \$1,000. Please review the *Instructions for CJA Form 21* carefully should this apply in your case.
- Attorneys are automatically exempt from payment of electronic public access (EPA) fees in all federal courts for CJA work. You may contact the PACER service center at 800-676-6856 or www.pacer.psc.uscourts.gov to establish your exempt account, which should be used only for work related to services under the CJA.
- Clerk's Office staff has no authority to approve or disapprove CJA vouchers. The certifying Judge will always make the final disposition of all claims.

Chief Deputy Clerk Fernando Galindo (212-857-8662) has primary staff responsibility for the processing of CJA vouchers in the Clerk's Office. You may also call CJA Administrator Eugene Harrold (who processes your claim) if difficulties or questions arise. His number is (212) 857-8535. Finally, the Case Manager assigned to your case is also available to assist you.

Very truly yours,
(s) Roseann B. MacKechnie
Clerk of Court