

V. Reimbursable Expenses

- A. General Rule: Reasonable out-of-pocket expenses incurred in connection with your representation may be claimed on the CJA Form 20 voucher.
- B. Supporting Documentation: All expenses, including mileage claims, must be thoroughly documented. Reimbursement may be delayed or denied for failure to itemize or supply documentation for expenses.
- C. Telephone
 - 1. Reimbursement may be claimed for the actual cost of case-related long distance phone calls.
 - 2. Your billing record must be attached with the case related long distance expense highlighted.
 - 3. CJA funds will not be approved for reimbursement of local calls or telephone surcharges.
- D. Facsimile
 - 1. Reimbursement is limited to the actual cost of any long distance charge associated with the phone transmission for an outgoing document.
 - 2. No reimbursement is allowed for receipt of a facsimile.
 - 3. The costs of the machine, supplies and phone line are considered general office overhead and are not reimbursable.
- E. Photocopying
 - 1. In-house duplication is strongly recommended.
 - 2. There may be circumstances where in-house duplication is neither feasible nor cost effective and therefore an outside vendor is needed. Prior approval of the presiding judicial officer is required if the cost may exceed \$500.
 - 3. Where there is a large amount of material to be copied in a particular case, Counsel should contact the Case-Budgeting Attorney for assistance and guidance in developing the most cost effective approach.

4. Counsel should use the most fiscally responsible method for discovery duplication. In some instances, this will require coordination among co-counsel and use of a commercial duplication firm.
5. Receipts must be attached for reimbursement of any commercial duplication expense.
6. Claims for reimbursement of copying expenses must be itemized and contain:
 - a. A description of the nature of the items copied.
 - b. The number of pages copied.
 - c. The actual cost per page for duplication; and
 - d. Necessity for duplication.
7. Excessive duplication of case law is strongly discouraged and will not be reimbursed.
8. Excessive duplication of discovery materials for associate review will not be reimbursed.

F. Postage

1. Reimbursement will be made for the actual cost of case-related regular United States postage.
2. Reimbursement for rush/overnight mail service will not be granted absent justification for the use of such services.

G. Transcripts

1. Counsel must submit a CJA Form 24 to the presiding judge for approval.
2. Payment is made directly to the court reporter with the CJA Form 24.
3. Except during a trial, expedited or daily copy is discouraged. Any requests for expedited or daily copy must be justified and pre-approved by the presiding judge.
4. Where appropriate, only essential portions of the transcript should be

ordered. Justification should be made in a letter to the presiding judge explaining the need for any special authorization requested in Box 13 of the CJA Form 24.

5. Counsel must prepare the necessary CJA Form 24 for each individual court reporter or courtroom deputy if the proceeding was electronically recorded and to obtain the presiding judge's approval prior to ordering any transcripts.
6. Each transcript request must contain the date of the necessary testimony.

H. Computer Assisted Legal Research (CALR)

1. The cost of use by appointed counsel of CALR, may be allowed as a reimbursable out-of-pocket expense, provided the amount claimed is reasonable.
2. Whenever appointed counsel incurs charges for CALR, counsel should attach to the compensation voucher, a copy of the bill and receipt for the legal research services used or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research).
3. Where the amount claimed exceeds \$500 or if it includes costs for downloading or printing, counsel should include a brief written statement of justification.