

## VI. Non-reimbursable Expenses

- A. General office overhead items such as secretarial service, rent, telephone service and other office overhead which are not usually reflected in a bill to a private client are not reimbursable, absent extraordinary circumstances (see sections 2.28(A) and 3.16 of the *Guide to Judiciary Policies and Procedures*). In evaluation whether extraordinary circumstances are present, consideration should be given to whether the circumstances under which the need arose would normally result in an additional charge to a fee paying client.
- B. Time spent in voucher preparation is not compensable.
- C. Investigative, expert or other service providers, including paralegal services are not a reimbursable expense of appointed counsel. Prior authorization for these services must be obtained from the presiding judge (and United States Court of Appeals CJA Committee Chair) and payment is made directly to the investigator or expert on a CJA Form 21 or a CJA Form 31 in a capital case. Please see section 12 on CJA Forms 21 and 31.
- D. The printing of briefs is not reimbursable; however, the cost of mimeographing, “xeroxing” or similar copy services is reimbursable.
- E. Filing fees are waived for persons proceeding under the CJA. Fees relating to and arising out of a defendant’s release on bail are not reimbursable under the CJA. These fees must be paid by the person securing the collateral.
- F. Personal items and services for the client such as clothing for court, haircuts, travel and lodging are not reimbursable under the CJA. Payments for such items or expenses by appointed counsel will not be reimbursed.
- G. Books, journals, publications and supplies for the law office are not reimbursable. However, under certain circumstances, computer hardware and software may be obtained pursuant to §3.16 of the *Guide to Judiciary Policies and Procedures*. The process of acquiring such materials should be commenced by contacting the Case-Budgeting Attorney.
- H. Costs related to educational seminars or continuing legal education are not reimbursable. However, case consultation with federal death resource counsel is compensable even if it occurs at a training seminar.
- I. Messenger/Courier Services
  - 1. The use of Messenger/Courier Services as well as express mail service is strongly discouraged. The United States mail or another low cost service should be used whenever possible.

2. Where a Messenger/Courier Service or express mail service is employed, counsel must attach an explanation and justification for such expenses.
3. Receipts or invoices are required for reimbursement of such expenses.