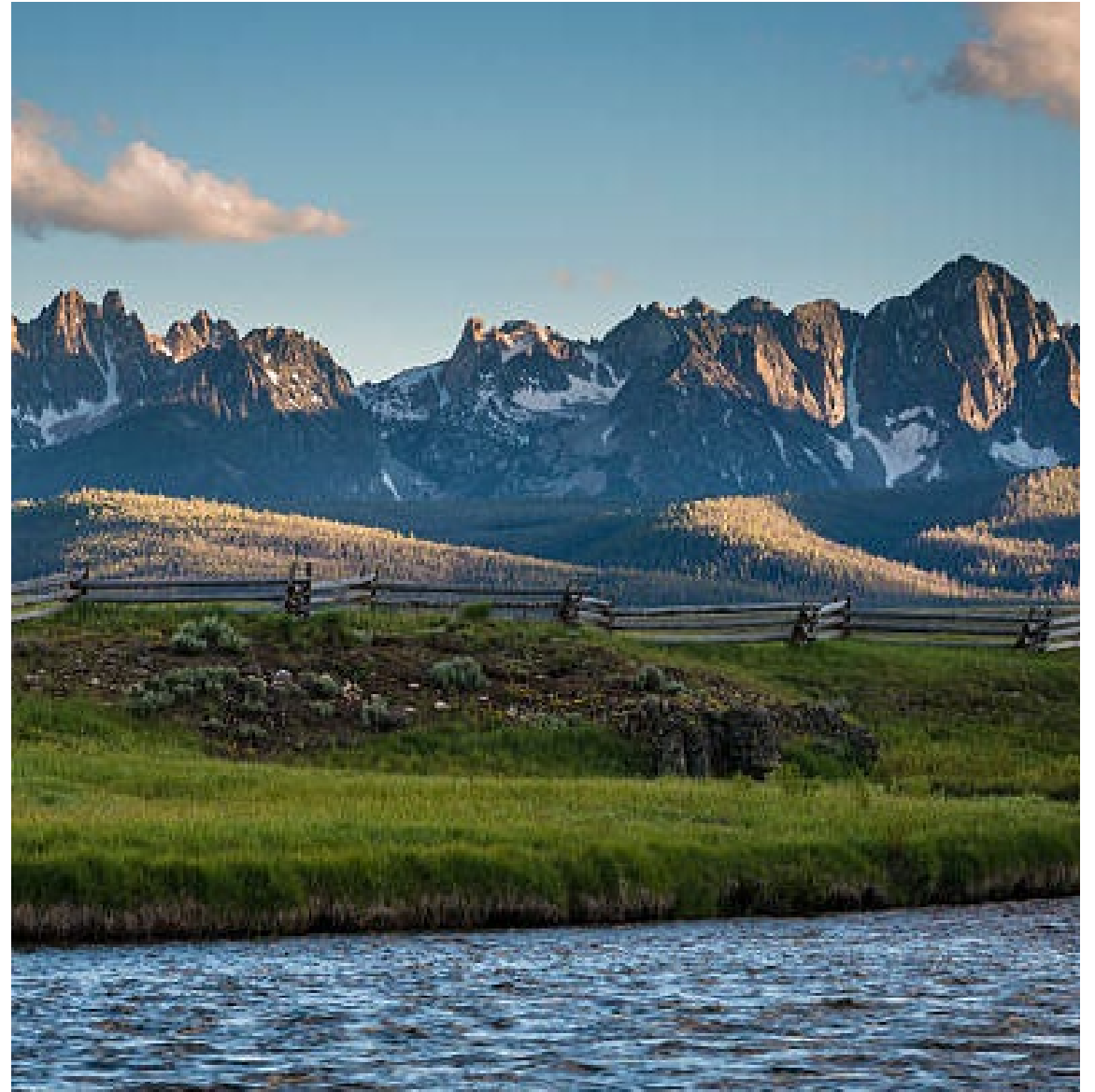


District of Idaho CJA Training

October 21, 2021

Circuit CJA Case Budgeting Attorney
Suzanne Morris

Circuit CJA Administrative Attorney
Kevin Morley





CJA Budgeting

Case Budgeting

Budgeting High-Cost Cases

- Budgeting is mandatory in capital cases and cases expected to exceed \$100,000 in case costs; recommended in cases likely to exceed 300 attorney hours or total case costs of \$47K.
- Judges, attorneys and CJA staff can refer a case for budgeting. If counsel anticipate meeting the above thresholds or think a case would benefit from budgeting, please reach out to Suzanne at smorris@ce9.uscourts.gov.

Case Budgeting (cont'd)

High-Cost Case Indicators

- Voluminous discovery (e.g., more than one terabyte of data in the form of documents, audio or video recordings, or forensic images of computers, cell phones, or other devices)
- Use of wiretaps, especially involving foreign languages
- Multiple defendants
- Large indictments with multiple counts
- Terrorism cases
- Securities or other major fraud cases
- RICO cases
- Organized crime, gang, or drug trafficking cases
- Cases with multi-national aspects
- Litigated suppression motions/jury trial

Case Budgeting (cont'd)

Benefits of Case Budgeting

- Enhance quality of client representation by developing a litigation plan and obtaining needed resources
- Make effective funding requests
- Funding is approved in advance by the District and Circuit Courts
- All advance approvals in one document, including service providers
- Coordinate shared resources with counsel with co-defendant counsel on multi-defendant cases

Budget Process

Step 1

- Counsel contacts CBA or CBA contacts counsel after referral (e.g., from judge or Sam McDonald).

Step 2

- CBA consults with counsel to determine if case is appropriate for budgeting and to discuss case needs.

Step 3

- Counsel fills out electronic budgeting application form (<https://eba.fd.org>) and submits to CBA.

Step 4

- CBA reviews proposed budget and consults with counsel and potentially district judge and Circuit Supervising Attorney regarding any revisions.

Step 5

- Counsel submits budget application via the Budget-AUTH in eVoucher with supporting docs (CVs, etc.). CBA submits a recommendation and draft funding authorization (FA). Judge reviews and approves.

Step 6

- Circuit Supervising Attorney (Kristine Fox) conducts secondary review and approval, after which counsel receives email confirmation.

Case Budgeting (cont'd)

Timing

- The sooner, the better. Ideally, before counsel exceeds the stat max or any prior approved amount.
- If an advance request not feasible, fill out the *nunc pro tunc* section with justification

Get current on time spent to date

- To determine how much attorney and expert funding to request, assess how much time has been spent to date (both submitted and unsubmitted time), for all attorneys and service providers on the rep.
- If you are not the first panel attorney on the representation, find out how much unsubmitted time prior counsel has to avoid underestimating total funding needs.

Case Budgeting (cont'd)

Electronic Budgeting Application


<https://eba.fd.org>

Log in

Email address *

Password *

I'm not a robot

 reCAPTCHA

[Privacy - Terms](#)

[Log in](#)

[Forgot your password?](#)

[Don't have an account?](#)

[Request access](#)



Electronic Budgeting Application

[My budgets](#)

[Useful links](#)

[My account](#)

[Log out](#)

Forms

[Non Capital Case Budgeting Form](#)

[Capital Case Budgeting Form](#)

Case Budgeting Overview

Development of a case budget in unusually expensive representations helps ensure that defense counsel receive the resources necessary to effectively represent a client. Budgeting is encouraged in any representation expected to exceed either 300 attorney hours or total costs (attorney plus service provider fees) in excess of 300 times the prevailing CJA panel attorney non-capital hourly rate, rounded up to the nearest thousand. In capital cases, budgeting is mandatory.

Budget Forms

The forms to the left include questions about your case as well as sections for estimating attorney hours, service provider hours, any individual non-travel expense more than \$500, and attorney or service provider travel expected to exceed \$150. Please provide as much detail as possible as this will assist the judge in assessing the reasonableness of the request.

Estimating Time

In estimating time, it may be helpful to review your vouchers from similar cases to get an idea of the time spent on various tasks. It may also be helpful to assess how much time per week/month you have available to spend on the case. The budget is only an estimate. As the case progresses, you can always submit a supplemental budget or funding request for additional time or services. It is important, however, that you do so before exceeding what the Court has approved.

Budget Submission

At the completion of the budgeting form, you will be prompted to submit the budget to your Circuit Case Budgeting Attorney for review. Email notification is sent to the Circuit Case Budgeting Attorney when the budget is submitted. The Circuit Case Budgeting Attorney will then review and provide feedback on your budget before it's submitted to the Court. Depending on your court's process, you will need to upload or file a copy of the budget in eVoucher or CM-ECF.

If you need assistance with the budgeting process, please contact your Circuit Case Budgeting Attorney:

First Circuit
Michael Andrews

Fourth Circuit
Larry Dash

Seventh and Eighth Circuit
Clarke Devereux

Second Circuit
Alan Nelson

Fifth Circuit
Margaret Alverson

Ninth Circuit
Suzanne Morris
Jennifer Naegele

Third Circuit
Renee Edelman

Sixth Circuit
Dennis Alerding

Tenth Circuit
Rebecca Skordas

Electronic Budgeting Application

<https://eba.fd.org>

Case Budgeting (cont'd)

Electronic Budgeting Application

My budgets Useful links My account Log out

- Step 1: General Case Information
- Step 2: Budget Justification
- Step 3: Discovery
- Step 4: Attorney Hours
- Step 5: Service Providers
- Step 6: Miscellaneous Expenses
- Step 7: Travel Authorizations
- Step 8: Submission of Budget

Step 1: General Case Information

Budget Information

Budget stage * Pre-Authorization ▼

Period covered by this budget

Begin: End:

Case Information

Case name *

Case number *

Circuit * Ninth Circuit ▼

District * Oregon ▼

Trial date

No of trial days

Presiding Judge

USBO Range (as charged) - None - ▼

Please select the categories that are applicable to your case.

Drug Related Offense Gang Related Offense Fewer than 10 Defendants Mortgage Fraud Violent Crimes/Homicide

Financial Fraud Crimes Immigration Issues More than 10 Defendants RICO Offense Other

Summary of the government's allegations against your client *

Defendant Information

Defendant first name *

Defendant middle name

Defendant last name *

Date of indictment

Number of co-defendants

Defendant number

Counsel(s) Information

Lead Counsel

Name

Rate *

Appointment ID

Date of Appointment

Additional Counsel

+ Add additional counsel

Additional Non-Budgeted Counsels

+ Add additional non-budgeted counsel

Save Next >

You are currently editing a capital case budget / View this budget

Electronic Budgeting Application

My budgets Useful links My account Log out

Capital Budget case as of 6/20/2021 has been updated.

- Step 1: General Case Information
- Step 2: Budget Justification
- Step 3: Discovery
- Step 4: Attorney Hours
- Step 5: Service Providers
- Step 6: Miscellaneous Expenses
- Step 7: Travel Authorizations
- Step 8: Submission of Budget

Attorney Requested Hourly Rates

Lead counsel: AttorneyTest Noeagle - 9107

Step 4: Attorney Hours

Unidentified Attorney Hours (Name: Pro Tunc) *	Hours	Rate	Total	Justification
AttorneyTest Noeagle	500	\$48,500		
In Court Hearings *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Interviews and Conferences with Client *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Witness Interviews *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Consultation with Investigators, Experts & Other Services *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Obtaining & Reviewing the Court Record *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Obtaining & Reviewing Documents and Evidence *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Consulting with Counsel *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Legal Research & Writing *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Prepare Budgets (and Amendments) *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Other Activity *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Travel *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		
Investigative and Other work including travel *	Hours	Rate	Total	Justification
AttorneyTest Noeagle		\$0		

Total of requested hours for attorney AttorneyTest Noeagle: 500 hours
Total amount of funding requested: \$48,500
Grand total amount of funding requested for attorney hours: \$48,500

Previous Save Next >

You are currently editing a capital case budget / View this budget

Case Budgeting (cont'd)

Prepare a Strong Funding Request with Detailed Information

- Document review – how many pages?
- How many potential witnesses/interviews?
- How many meetings, and what kind – client? Defense team? AUSA?
- How many motions and will any be complex or unique?
- Explain how you are sharing resources
- State if you negotiated a lower rate for a provider
- Describe any ways you are saving money – for example, using a paralegal instead of doing certain tasks yourself.

Providing Detail: Client Considerations

I expect to spend a lot of time meeting with my client, who is difficult.

NOT AS HELPFUL

I am the second attorney appointed to represent my client. This is my client's first experience with federal court, although he does have a state court record. I expect to spend extra time building trust with my client and explaining to him the differences between state and federal court procedure, and the much greater sentences imposed in federal court.

HELPFUL

Providing Detail: Discovery

There are 25,000 pages of discovery and it will be necessary for me to read every page of discovery in order to provide effective representation of my client.

NOT AS HELPFUL

The Government provided 25,000 pages of discovery in this multi-defendant RICO and drug distribution conspiracy case. I intend to have a paralegal do an initial review of the discovery to identify the materials that are directly relevant to the allegations against my client, and to organize the remaining materials so that I can efficiently review them to determine their relevance.

HELPFUL

Requesting Funding Outside Budgets

CJA Funding Refresher

- **SERVICE PROVIDERS** investigative, expert, other over \$900
 - AUTH + Service Provider AUTH Form
 - BudgetAUTH for complex or mega cases
- **ATTORNEY FEES** over statutory maximum (\$12,100)
 - In non-budgeted cases, where attorney fees exceed statutory maximum, email draft CJA 20 to district court CJA unit. They will adjust limit to allow you to submit CJA-20 + District of Idaho REC form in eVoucher. Voucher will be reviewed for reasonableness.
 - BudgetAUTH for complex or mega cases
- **Everything submitted in eVoucher** (not the docket)
 - Remember all requests still go to the Court

Requesting Excess Fees

Request for Excess Compensation (REC)

<https://www.id.uscourts.gov/district/cja/Forms.cfm>

DISTRICT OF IDAHO REQUEST FOR EXCESS COMPENSATION ("REC") FORM

Complete and attach this form to CJA-20 in eVoucher if total attorney fees exceed the [statutory maximum](#).

SECTION I - GENERAL INFORMATION

Attorney Name: Voucher time period:
 Appointment date:
 Defendant Name:
 Case Title:
 Case Number:
 Total No. of Defendants:
 Designated Complex: YES NO
 Trial date, if any: Result: Guilty Not Guilty Mistrial
 # of Trial days, if any:
 Plea date, if any:
 Sentencing date, if any:

Is this your first and final CJA-20 voucher: YES NO

Are you subsequent CJA counsel in this case: YES NO

If this is a final payment request, is the request within 45 days of case closure? YES NO

Please provide a good cause explanation if in excess of 45 days:

Are you requesting additional funding for your case?: YES NO

Are you requesting interim vouchers for future payments: YES NO

NOTE: For representations that will likely exceed 300 attorney hours or if total case costs might exceed \$30K, counsel should contact Circuit Case Managing Attorney Blair Perilman at bperilman@ce9.uscourts.gov to discuss available case resources and budgeting.

SECTION II - JUSTIFICATION FOR CASE BEING EXTENDED OR COMPLEX

- Summary of government's allegations (in layperson's terms); number of counts and (if applicable) overt acts related to your client; and client's sentencing exposure (including any mandatory minimums):
- Case status:

-
-
- Volume and nature of discovery (page numbers and/or byte size) and effect on complexity/duration of case:
- Type and necessity of service providers/experts retained or likely to be requested:
- Client considerations, e.g., mental health, language differences, custodial status, accessibility:
- Types of motions, legal analyses, sentencing memoranda, and other filings completed or likely to be drafted:
- Any other issues that make this representation extended or complex:

SECTION III - WORK SUMMARY (FOR INTERIM PAYMENTS ONLY)

If submitting interim payments, summarize the work performed during each billing period and update Section II as needed. Save, update and attach this form to each interim voucher through conclusion of the representation to provide a progressive work summary (to add additional rows, before adding text in the last row, click in the last row and then click the plus button on the right). Example: "Reviewed discovery, including select wiretaps and recorded co-defendant interviews; researched sentencing guidelines; extensive plea discussions; multiple client meetings."

BILLING PERIOD	# OF HOURS	WORK PERFORMED
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMISSION INSTRUCTIONS

- Save this document as a PDF.
- In eVoucher, upload the PDF of this form to the Documents tab of your CJA-20 voucher.

Requesting Excess Fees (REC)

“Extended or complex”

- Voluminous discovery
- Client considerations
- Complex charges
- Co-defendants
- Trial
- Procedural History
- Motions
- Experts

Requesting Service Providers (AUTH)

STEP 1

new vouchers

View Representation

Create New Voucher

AUTH **Create**

AUTH-24 **Create**

CJA-20 **Create**

CJA-21 **Create**

CJA-26 **Create**

Reports

Defendant Detail Budget Report...

U.S. v. Sample-Defendant Felony of alleg

11. OFFENSE(S) CHARGED
17A-102.F COPYRIGHT LAWS

12. ATTORNEY'S NAME AND MAILING ADDRESS
Kerry Rysoldenrap
401 W Washington
Ste 130
Phoenix AZ 85003
Phone: 602-322-7207

14. LAW FIRM NAME AND MAILING ADDRESS

Vouchers on File

To group by a particular Header, drag the o

Case	Defendant
2:18-cr-01000-OC	Susie Sample-De

STEP 2

14. LAW FIRM NAME AND MAILING ADDRESS

Authorization Type Selection

You can click the **Create New Authorization** button to create a new auth from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

<< First < Previous Next > Last >> Delete

STEP 3

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ 3000.00 *

Authorized Amount \$ Deactivated

Basis of Estimate \$75/hr for 40 hours

Description Investigative Services

Service Type Investigator *

Notes John Doe Investigator

<< First < Previous Next > Last >> Save Delete

STEP 4

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

STEP 5

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

I swear and affirm the truth or correctness of the above statements

Date: 6/5/2018 15:36:40

Submit

<< First < Previous Next > Last >> Save Delete Draft Audit Assist

Service Provider Funding Request "AUTH" Form

<https://www.id.uscourts.gov/district/cja/Forms.cfm>

Requesting Service Providers (AUTH) (cont'd)

DISTRICT OF IDAHO SERVICE PROVIDER FUNDING REQUEST ("AUTH") FORM

Complete and attach this form to an AUTH in eVoucher BEFORE provider work exceeding a combined \$1,500 is performed.

SECTION I - GENERAL INFORMATION

Attorney Name:
Defendant Name:
Case Title:
Case Number:
Total No. of Defendants:
Designated Complex: YES NO
Trial date, if any:
Plea date, if any:
Sentencing date, if any:

SECTION II - SERVICE PROVIDER INFORMATION

Service Provider Name:
Address:
Email:
Phone:
Type of Provider:

SECTION III - REQUESTED FUNDING

Presumptive rates for most providers are available on the Ninth Circuit's [CJA Resources Webpage](#).

Number of hours:
Hourly Rate:
Amount Requested:

Is this the first request for this service provider type: YES NO

If no, total amount previously authorized: and total amount exhausted to date:

Are you requesting interim payments for this service provider: YES NO

Interim payments are permissible to relieve service providers of financial hardship in extended cases. If you are seeking interim payments for this provider, please provide a brief justification:

SECTION IV - JUSTIFICATION

Describe the services to be provided and why they are necessary. If exceeding the statutory maximum or the presumptive hourly rate, explain why the requested services are "necessary to provide fair compensation for services of an unusual character or duration." 18 U.S.C §§ 3006A(e)(3); 3599(g)(2). For supplemental requests, describe what was accomplished with the prior authorization(s) and what services will be provided with the additional funds:

Describe the provider's relevant experience or specialized knowledge and attach a CV/resume/relevant license to the Documents tab of the AUTH:

NUNC PRO TUNC AUTHORIZATION

Note: Counsel is responsible for the oversight of service providers and the status of their available funding. *Nunc pro tunc* requests for services exceeding \$1,500 (in the aggregate) or for services exceeding an existing funding authorization may be denied absent adequate justification for not requesting the funds in a timely manner.

Requested *Nunc pro tunc* date:

Explanation for why procurement of necessary services could not await prior authorization:

SUBMISSION INSTRUCTIONS

1. Save this document as a PDF.
2. In eVoucher, create a new AUTH form and select one of the following:
 - "Create New Authorization" if this is an initial funding request for this provider; or
 - "Request Additional Funds" if this is a second or subsequent request for this provider.
3. On the AUTH Basic Info tab, enter the following:
 - Amount Requested from Section III above in "Estimated Amount" field;
 - Number of hours and hourly rate in "Basis of Estimate" field;
 - Brief description of services to be rendered in "Description" field;
 - "Service Type"; and
 - Provider's name in "Notes" field (unless name unknown).
4. Upload the PDF of this form to the Documents tab.
5. Click "Submit" on the Confirmation tab.

Expert Rates

Ninth Circuit Expert Rate Sheet

Check https://www.id.uscourts.gov/district/cja/Panel_Information.cfm for updated district specific rate sheet coming soon

APPENDIX 2 – SERVICE PROVIDER HOURLY RATES

VIII. APPENDIX 2 – SERVICE PROVIDER HOURLY RATES

The below table encompasses district variances within the Ninth Circuit and the revised experience-based hourly rate ranges approved by the Judicial Conference Committee on Defender Services in June 2019. For paralegals, investigators, and capital-case mitigation specialists only, the low end of the below range is the circuit's presumptive maximum. Compensation above this rate is reserved for paralegals, investigators, and capital-case mitigation specialists with extraordinary skills or to address unusual difficulties with availability of these providers. Courts may develop district-specific presumptive rates in excess of the circuit's maximums only if approved by the Ninth Circuit Chief Judge and may approve an excess rate in an individual case upon a showing of good cause, as explained in Section V of these policies.

Accident Reconstruction	\$150 – \$200	
Accountant	\$150 – \$275	
Attorney Expert – Capital	CJA Hourly Rate	
Attorney Expert – Non-Capital	CJA Hourly Rate	E.g., immigration law expert.
Audio, Video, Photo Analyst	\$100 – \$200	
Ballistics/Firearms Expert	\$200 – \$300	
Chemist/Toxicologist (non-M.D.)	\$175 – \$275	
Crime Scene/Police Practices/Use-of-Force Expert	\$150 – \$250	
Document Translation	16.5 cents per word	Rate prescribed by the United States Department of State, Office of Language Services, Translation Division for non-technical translation.
Document Transcription	\$3.65 per page	Contract court reporter rate (without foreign translation) for non-automated transcription services.
DNA	\$150 – \$250	
Fingerprint Analyst	\$150 – \$250	
Forensic Computer/Cellphone	\$150 – \$250	
Gang Expert	\$150 – \$200	
Handwriting Analyst	\$150 – \$250	
Interpreter/Translator	\$30 – \$80	Range accommodates both certified and non-certified providers. Half-day rate is \$226 for certified and \$111 for non-certified.
Investigator	\$75 – \$125	Rates above \$75 reserved for those with case-needed foreign language fluency, capital case expertise, mastery of one or more relevant areas of forensic science (e.g., forensic psychology or digital forensics), or a high level of investigative experience (particularly in the type of alleged offense).
Jury Consultant	\$150 – \$225	
Law Student	\$15 – \$25	
Legal Analyst/Consultant (Non-Attorney)	\$75 – \$100	E.g., Sentencing Guidelines consultant.

Mitigation Specialist – Capital	\$125 – \$175	Rates above \$125 reserved for those with case-needed foreign language fluency, mental health expertise, or mastery of relevant legal standards, such as the <i>Atkins</i> intellectual disability exemption from execution.
Mitigation Specialist – Non-Capital	\$75 – \$125	
Neurologist (M.D.)	\$275 – \$400	
Neuropsychologist (Ph.D.)	\$225 – \$375	
Other Medical (M.D. or D.O.)	\$275 – \$400	
Paralegal (Including Litigation Support Services)	\$65 – \$125	Rates above \$65 reserved for those with the technology skills necessary to perform complex litigation support or discovery database management (including subjective coding experience), case-needed foreign language fluency, or capital case expertise.
Psychiatrist (M.D.)	\$275 – \$400	
Psychologist (Ph.D.)	\$150 – \$300	

Revised: January 8, 2020

Travel

- Out-of-district or overnight travel for attorneys, investigators, and other experts outside a budget must be requested prior to travel
- Submit a Request for a Travel Authorization. Once the Travel Authorization is obtained, book air travel through National Travel Service (NTS) at the number indicated on the Authorization. Airline tickets will be paid by the Court.
- Hotel costs are paid by the traveler and reimbursed as an expense.
- Car rentals require prior authorization. Other ground transportation other than privately-owned vehicle (e.g., taxi, shuttle, ride-share) require receipts.
- Reasonable travel expenses are reimbursable only when overnight travel is authorized or same-day travel exceeds 12 hours and are limited to the government per diem rates for meals and lodging (www.gsa.gov).
- Time spent making travel arrangements is not compensable; time spent preparing the *ex parte* application or TravelAUTH is.
- Expectation is that travel to SEATAC is round trip on the same day

Circuit Review

- All case budgets (BudgetAUTH)
- All service provider funding requests (AUTHs) over \$2,700
- Attorney vouchers (CJA-20s)
 - Non-budgeted cases: CJA-20s in excess of the case maximum (typically \$12,100) and accompanying Request for Excess Compensation (REC) forms
 - Budgeted cases: Only final CJA-20s (versus interims) and those that exceed the authorized budget
- Service provider vouchers (CJA-21s and CJA-31s): only finals (versus interims) and those that exceed prior AUTH

Tracking CJA Funding

Tracking Expenses On Cases

Use the **Defendant Detail Budget Report** in eVoucher to determine:

- All payments submitted to date
- Remaining (available) attorney fees
- Remaining (available) service provider fees
- If you are not the first panel attorney on the case, be sure to check how much prior attorney(s) were paid and/or whether any outstanding (unbilled) time remains to be submitted (by contacting prior counsel directly)

Repayment YE

Reports

[Document History Report](#)
User must indicate the Voucher number assigned.

[Form CJA21](#)

[Defendant Summary Budget Report](#)
Displays summary information for this defendant.

[Case Detail Budget Report](#)
All authorizations and vouchers paid for all defendants within a case.

[Defendant Detail Budget Report](#)
Reflects all vouchers submitted for this defendant.

[Case Summary Budget Report](#)
Provides summary of all CJA costs for all defendants within case.

NOTES
Digital Forensics
Signature of Pres
Signature of Chi Appeals (or Dele)

Payment
Preferred Paye

Defendant Detail Budget Report

3:17-CR-08000-1-JI

Counsel Budget	Defendant: John Doe
-----------------------	----------------------------

Type of Representation:	Criminal Case	Document	Document Number	Amount Requested	Amount Approved
Budget Amount Requested:	\$0.00	CJA-26	0970.0822711	\$5,612.40	\$4,209.30
Budget Amount Approved:	\$15,709.30	Total:		\$5,612.40	\$4,209.30

Voucher Dates	Voucher Number	Claimed				Approved				Voucher Info	
		Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Attorney: George Attorney (Appointing Counsel)						Inactive					
09/29/2017 to 05/31/2018	0970.0508332	\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04	Final	
Total Claimed/Approved:		\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						
Attorney: David Attorney (Subs for Panel Attorney)						Active					
05/31/2018 to 04/17/2019	0970.0821314	\$11,362.00	\$518.27	\$210.63	\$12,090.90					Final	
Total Claimed/Approved:		\$11,362.00	\$518.27	\$210.63	\$12,090.90	\$0.00	\$0.00	\$0.00	\$0.00		
Pending Approval:		\$11,362.00	\$518.27	\$210.63	\$12,090.90						

Attorney Voucher Grand Totals										
	Claimed				Approved				Fee Amount Remaining	
	Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved and Pending
		Travel	Other			Travel	Other			
Total Claimed/Approved:	\$15,945.60	\$661.90	\$223.78	\$16,831.28	\$4,344.40	\$141.49	\$13.15	\$4,499.04	\$11,364.90	\$2.90

Expert and Other Services Budget - Requiring Authorization

Defendant: John Doe

Voucher Dates	Voucher Number	Claimed			Approved			Voucher Info		
		Fees	Expenses		Total	Fees	Expenses		Claim Status	Circuit Approved
			Travel	Other			Travel	Other		

Authorization Number: 0970.0662475 Amount Requested: \$8,250.00 **Amount Authorized: \$7,500.00** Attorney: David Attorney
 Specialty: Investigator

Vendor: Susie Privateye (Investigator)

07/02/2018 to 01/18/2019	0970.0672569	\$5,467.50	\$506.88	\$31.06	\$6,005.44	\$5,385.00	\$506.88	\$31.06	\$5,922.94	Interim 1	
02/10/2019 to 02/22/2019	0970.0799600	\$367.50	\$0.00	\$0.00	\$367.50	\$360.00	\$0.00	\$0.00	\$360.00	Interim 2	
03/04/2019 to 03/26/2019	0970.0809955	\$1,470.00	\$83.52	\$0.80	\$1,554.32	\$1,252.50	\$83.52	\$0.80	\$1,336.82	Interim 3	
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						

AUTHORIZATION TOTALS
 Authorization Number: 0970.0662475 Amount Requested: \$8,250.00 Amount Authorized: \$7,500.00 Attorney: David Attorney
 Specialty: Investigator

	Claimed			Approved			Fee Amount Remaining			
	Fees	Expenses		Total	Fees	Expenses		After Approved	After Pending and Approved	
		Travel	Other			Travel	Other			
Total Claimed/Approved:	\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76	\$502.50	\$502.50
Pending Approval:	\$0.00	\$0.00	\$0.00	\$0.00						

Authorization Number: 0970.0665591 Amount Requested: \$3,025.00 Amount Authorized: \$3,025.00 **Deactivated** Attorney: David Attorney
 Specialty: Paralegal Services

Vendor: Polly Paralegal (Paralegal Services)

Ninth Circuit Tip Sheets:

Defendant Detail Budget Report (DDBR)



NINTH CIRCUIT CJA UNIT

CJA Resources: <https://www.ca9.uscourts.gov/cja>

How to View Defendant Detail Budget Report-Attorney (DDBR)

Attorneys are encouraged to monitor the status of authorized funds, attorney hours, and expert services, by reviewing the Defendant Detail Budget Report-Attorney (also called Defendant Detail Report-Attorney) in eVoucher, which is accessible on the left review panel of most eVoucher documents. This report reflects the total amounts authorized and paid for the representation, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointments and experts/other services.

Current statutory maximum or amount of excess attorney fee limit (after CIA26 or BudgetAUTH approval)

BudgetAUTH or CIA-26 Requests for Add'l Funds (Requested/Approved). Watch for adjusted amounts.

Voucher info for previous counsel

Voucher info for current counsel

Defendant Detail Budget Report - Attorney 9:25-CR-00100-1-RBG

Counsel Budget		Defendant: Fruit Snacks		Document		Amount Requested		Amount Approved	
Type of Representation	Classical Case	Document	Document Number	Amount Requested	Amount Approved				
Budget Amount Requested:	\$0.00	BUDGETAUTH	92AC 1234567	\$0,250.00	\$0,000.00				
Budget Amount Approved:	\$19,800.00			Total:	\$0,250.00	\$0,000.00			

Voucher Dates	Voucher Number	Claimed			Approved			Voucher Info	
		Fees	Expenses	Other	Fees	Expenses	Other	Claim Status	Court Approved
Attorney: Orange Flavor (Appointing Counsel)									
03/01/2020 to 04/01/2020	05AC 1234567	\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$0.00	\$0.00	\$1,889.89	Final
Total Claimed/Approved:		\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$0.00	\$0.00	\$1,889.89	
Pending Approval:		\$0.00	\$0.00	\$0.00					
Attorney: Strawberry Flavor (Subs for Panel/Attorney)									
04/03/2020 to 10/21/2020	05AC 1234567	\$3,392.50	\$0.00	\$0.00	\$3,392.50	\$1,145.50	\$0.00	\$0.00	Interim 1
Total Claimed/Approved:		\$3,392.50	\$0.00	\$0.00	\$3,392.50	\$1,145.50	\$0.00	\$0.00	
Pending Approval:		\$0.00	\$0.00	\$0.00					

Attorney Voucher Grand Totals		Claimed			Approved			Fee Amount Remaining	
		Fees	Expenses		Fees	Expenses		After Approved	After Approved and Pending
			Travel	Other		Travel	Other		
Total Claimed/Approved:		\$5,282.39	\$0.00	\$0.00	\$5,282.39	\$1,145.50	\$0.00	\$5,055.10	\$14,746.30
Pending Approval:		\$0.00	\$0.00	\$0.00					

This shows the total available to current counsel less any amount paid or pending payment for prior counsel. This amount is also the less amount billed on current counsel's pending voucher.

VOUCHER: HOW TO VIEW DDBR REPORT | OCT 2020

Expert and Other Services Budget - Requiring Authorization										Defendant: Fruit Snacks	
Voucher Dates	Voucher Number	Claimed			Approved			Voucher Info			
		Fees	Expenses	Other	Fees	Expenses	Other	Claim Status	Court Approved		
Authorization Number: 05AC1234567 Specialty: Paralegal Services		Amount Requested: \$2,250.00			Amount Authorized: \$2,250.00			Attorney: Orange Flavor			
Vendor: Raspberry Flavor (Paralegal Services)											
03/01/2020 to 03/30/2020	05AC 1234567	\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$0.00	\$0.00	\$1,889.89	Final		
Total Claimed/Approved:		\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$0.00	\$0.00	\$1,889.89			
Pending Approval:		\$0.00	\$0.00	\$0.00							
AUTHORIZATION TOTALS											
Authorization Number: 05AC1234567 Specialty: Paralegal Services		Amount Requested: \$2,250.00			Amount Authorized: \$2,250.00			Attorney: Orange Flavor			
		Claimed			Approved			Fee Amount Remaining	After Pending and Approved		
		Fees	Expenses	Other	Fees	Expenses	Other				
Total Claimed/Approved:		\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$0.00	\$0.00	\$1,889.89	\$351.00		
Pending Approval:		\$0.00	\$0.00	\$0.00							

Grand Totals for the Representation										Defendant: Fruit Snacks	
		Claimed			Approved			Fee Amount Remaining			
		Fees	Expenses	Other	Fees	Expenses	Other	After Approved	After Pending and Approved		
Total Claimed/Approved:		\$7,161.19	\$0.00	\$0.00	\$7,161.19	\$6,054.10	\$0.00	\$0.00	\$6,054.10	\$6,054.10	\$6,054.10
Pending Approval:		\$0.00	\$0.00	\$0.00							

This shows the total available under this authorization.

VOUCHER: HOW TO VIEW DDBR REPORT | OCT 2020

Billing Tips

Resources for Understanding the Court's Expectations

- Review the District's CJA Plan and Manual
- Review the Circuit's CJA policies and procedures
- Review the National CJA Guidelines

District Tips / Common Issues

- Page count for discovery review: List the number of pages reviewed so your voucher does not get returned to you for missing page count
- Question about the status of a voucher? Check your client's Appointment Information page in eVoucher before calling the CJA unit. If a voucher has been returned (rejected) there should be notes on the Confirmation tab in the Public Notes stating why. CJA unit typically sends an email before returning vouchers, but this does not always happen.
- Voucher turnaround: Most vouchers are processed and approved within 3 to 4 weeks, but can take up to 6 weeks. Please wait until this time has elapsed before calling. Check your client's appt Info page for status information.
- For CJA 21s: If an expert is not listed on the drop-down list, they have not been approved in the district and you will need to email a CV/resume and W9 to the CJA unit. In the Notes on the AUTH, enter the expert's name so CJA can verify that they are a listed expert or request necessary documentation and add them to eVoucher. Once added to eVoucher, their name will appear on the drop-down list.
- Travel Requests: Please try to give the court at least two weeks notice if you intend to travel.

New Circuit Tip Sheets:

Attorney Time (CJA-20)

Available on Circuit's CJA
Unit webpage:

<https://www.ca9.uscourts.gov/content/cja>



NINTH CIRCUIT CJA UNIT

CJA Resources: <https://www.ca9.uscourts.gov/cja>

CJA-20 Billing Tips

- Record time daily and enter it into eVoucher at least weekly, if not daily.
- Describe services in sufficient detail to allow reviewers to gauge the reasonableness of the time expended without revealing privileged information.
- Do not block bill a group of different tasks in one billing entry. Rather, each task should be billed separately except those that take less than six minutes (e.g., reviewing ECFs), which should be aggregated into one billing entry. This ensures that total time billed in a day does not exceed the actual time expended.
- For similar tasks on the same date, either aggregate into one billing entry or describe the services in a way that shows the entries are distinct (e.g., continued PSR review; follow-up call to client; additional emails to co-counsel).

16a. Interviews and Conferences

Includes witness interviews, meetings, and communications. Specify with whom (e.g., client, AUSA, service provider), type of communication (e.g., email, telephone call, in-person meeting, Zoom conference), and topic (if not privileged).

a. Interviews and Conferences	Meet with client and interpreter	1.6
a. Interviews and Conferences	Emails with AUSA re discovery issues in Vol 3	0.3

16b. Obtaining and Reviewing Records*

Includes discovery review and docket review. Specify type of discovery (transcripts, reports, medical records, photos, audio recordings, etc.) and, if applicable, Bates range, approximate number of pages, text searches run, number of relevant hits reviewed, and length of audio/video recordings. Specify ECF numbers for docket review.

b. Obtaining and Reviewing Records	Review GOV000-GOV800 (bank records), indictment, and investigative memos (5 pp)	4.9
b. Obtaining and Reviewing Records	Run approx. 5 text searches for client's name (including monikers) in 2TB of discovery; review approx. 175 pp of hits	2.8

*See *Discovery-Related Billing Tips* sheet for further examples.

16c. Legal Research and Brief Writing

Specify issue researched or type of motion. Include docket number if filed or note that document ultimately was not filed. Includes researching jury instructions, drafting research memos, and preparing sentencing memoranda and charts.

c. Legal Research and Brief Writing	Research and draft suppression motion	2.9
c. Legal Research and Brief Writing	Review PSR and draft objections	3.2

16d. Travel Time

Include origin/destination, whether round trip/one way, and method if not driving. When prorating travel among cases, provide the other case number(s).

d. Travel Time	Walk round trip office to US District Court	0.2
d. Travel Time	Office to/from San Quentin Detention Center (split w/CASE #)	1.7

16e. Investigative or Other Work

Includes researching witnesses; inspecting evidence or crime scene; retrieving case-related evidence or property; preparing for hearing or trial, including witness examinations, opening statement, and closing argument; drafting requests for service providers; reviewing service provider bills to certify work was undertaken; budgeting the representation; and reviewing defense-generated materials, including documents, charts, and memos.

e. Investigative or Other Work	Draft funding application and prepare budget	0.7
e. Investigative or Other Work	Inspect crime scene with investigator	2.9

New Circuit Tip Sheets: Service Providers (CJA-21/31)



NINTH CIRCUIT CJA UNIT

CJA Resources: <https://www.ca9.uscourts.gov/cja>

CJA-21/CJA-31 Billing Tips

- Service providers such as investigators, paralegals, interpreters, and experts bill in eVoucher on CJA-21 (non-capital cases) or CJA-31 (capital cases). **NOTE:** Associate attorneys performing legal services bill on CJA-20 or CJA-30.
- Absent authorization for a different billing arrangement (e.g., hosting fees per GB), providers must bill time in tenths of an hour (six-minute increments) and describe work in sufficient detail to allow reviewers to gauge the reasonableness of the time expended without revealing privileged information.
- Providers should not block bill a group of different tasks in one billing entry. Rather, each task should be itemized separately except those that take less than six minutes (e.g., multiple emails), which should be aggregated into one billing entry. This ensures that total time billed in a day does not exceed the actual time expended.
- For similar tasks on the same date, providers should either aggregate the work into one billing entry or describe the services in a way that shows the entries are distinct (e.g., continued review of medical records; follow-up call with counsel).
- Where permitted, CJA counsel and providers should work with a court's CJA administrator to arrange for providers to enter their own time directly into eVoucher after CJA counsel has created the CJA-21 or CJA-31. If provider direct entry is permitted, CJA counsel may assign the voucher to either the provider or counsel to complete; entries entered by a provider still must be reviewed and submitted by counsel. If provider direct entry is not permitted, only the "attorney assignment" option will be available and counsel must enter the provider's billable time and expenses into the CJA-21 or CJA-31. **NOTE:** Time spent creating or making entries into a CJA-21 or CJA-31 is a non-compensable administrative task. However, time spent by counsel reviewing a service provider's bill to ensure the work was undertaken is compensable.
- While documents such as W-9s containing a service provider's personal identifying information (e.g., social security number or date of birth) are needed for the creation of an eVoucher account, they should not be attached to authorizations or vouchers. The better practice is to coordinate with the CJA department.

Reviewing Discovery, Conducting Research, and Drafting Documents*

Specify type of discovery reviewed (transcripts, reports, medical records, photos, audio recordings, etc.) and, if applicable, Bates range, approximate number of pages, text searches run, number of relevant hits reviewed, and number of audio/video recordings. Specify the type of document created (report, memo, index, etc.) and any research or additional factors involved in its creation.

01/22/2020	Review GOV000-GOV800 (bank records), indictment, and investigative memos (5 pp)	4.
02/05/2020	Listen to witness interview in Spanish and draft summary in English (15-min recording)	0.
03/31/2020	Review notes from client evaluation and draft initial report	3.
04/20/2020	Draft report after interview with witness AB, update case chronology	1.
05/08/2020	Retrieve and review client criminal history records from superior court (approx. 100 pp)	2.
05/26/2020	Research social media and other online sources for information on witness JS. Update case cast of characters	2.
06/01/2020	Redact discovery for client review (per protective order)	0.
06/14/2020	Research and review chapter in DSM-5 specific to client's mental health issues. Take detailed notes and update client chronology	1.
06/27/2020	Review client medical records (230pp); update and revise evaluation report	3.

*See Discovery-Related Billing Tips sheet for further examples.

Interviews and Conferences

Includes meetings and communications, e.g., reviewing and responding to emails, meetings and calls with client and counsel, interviews with witnesses, etc. Specify with whom (e.g., client, counsel, witness initials), type of communication (e.g., email, telephone call, Zoom conference) or meeting location, and topic (if not privileged).

02/13/2020	Meet with client; conduct examination	3.0
03/01/2020	Interview with witness AB	1.2
04/10/2020	Meet with counsel and client; translate for counsel	1.0
04/28/2020	Emails with attorney re new discovery	0.1
05/18/2020	Phone call with counsel re case strategy and next steps	0.4
05/30/2020	Locate and interview witnesses 1, 2, 3, and 4	4.5
06/12/2020	Translate for Spanish speaking client at detention hearing	0.9

Travel Time

Include origin/destination, whether round trip/one way, and method if not driving. When prorating travel among cases, provide the other case number(s).

02/13/2020	Walk from office to attorney's office	0.2
02/16/2020	To/from office to Santa Rita Jail for client examination	1.7
03/01/2020	Round trip to witness AB in Burbank (Split with Roberts/19-cr-526; 1.2 total)	0.6
03/18/2020	RT to crime scene review	0.8
04/04/2020	Round trip to courthouse for hearings (split with [CASE #])	0.5
05/30/2020	Travel from office to four different witness locations within Seattle	2.7
06/01/2020	Pick up new discovery from government	0.8

Expenses

Out-of-pocket expenses reasonably incurred may be claimed on a CJA-21/CJA-31. They must be listed on the "Expenses" tab and reasonably documented. Itemized receipts are required for any airfare, lodging, or meals when travel is authorized and for any expense over \$50. Common reimbursable expenses include photocopying, postage, fees for public records, mileage, and external hard drives for storing case-specific discovery. **NOTE:** While the cost of items such as hard drives may be reimbursed as an expense, the time and travel associated with procuring the items are generally not compensable (e.g., driving to Office Depot or the Post Office).

02/29/2020	Travel for client meeting (76 miles; 38 miles each way)	\$43.70
02/29/2020	Bridge toll	\$6.45
04/10/2020	Hard drive for discovery (receipt attached)	\$65.00
05/15/2020	Copies of transcripts (400 pp)	\$40.00
05/20/2020	Client medical records from Kaiser	\$52.75
05/20/2020	Postage to mail copies of discovery to client at MCD	\$4.60

New Circuit Tip Sheets: Discovery



NINTH CIRCUIT CJA UNIT

CJA Resources: <https://www.ca9.uscourts.gov/cja>

Discovery-Related Billing Tips

Adequately articulating and explaining discovery-related billable time can be challenging, especially where page counts are difficult to ascertain (e.g., conducting a keyword search in a database). For this reason, billers should provide sufficient detail to enable voucher reviewers to understand the context of the work and its relevance to the case, without revealing privileged information. This tip sheet provides numerous examples of good discovery-related billing entries.

Discovery Review:

- Note type and substance of discovery reviewed
- Note approximate number of pages or Bates ranges
- Note number or length of audio/video files
- Note if review is continuation of same materials on same day (and thus not a mistaken duplicate entry)
- Note any unique issues in reviewing discovery

Review SFPD reports, 302s, defendant's criminal histories (225 pp)	3.5
Continue reviewing SFPD reports, 302s, defendant's criminal histories. (130 pp)	2.0
Listen to client's jail calls, take notes (10 calls, approx. 75 mins)	1.5
Review reports of proffers with cooperating defendant (114 pp)	1.6
Review RICO allegations involving defendant and co-defendants, reviewed LAPD intervention, CDC incidents (291 pp)	2.0
Memo to attorney re client involvement with intercepted kites, defense strategy; draft memo with attached discovery as provided	1.8
Review audio intercepts involving Co-D and CI/CW meeting from 2013 (23 phone calls)	2.7
Code date, description, type, and author in CaseMap for Bates ROI000250-ROI000404 (50 documents/154 pp)	2.4
Review crime scene surveillance video; mark time stamps with activity of white Honda per counsel's request (4-hour video)	2.5
Emails with investigator re new witness reports; add reports to master case index	0.2
Review recordings of meetings involving RR (ES-44, 77, 78, 79, 131) and make notes of potential issues, problems with transcripts, arguments re MJ	5.7
Read/index 7/2019 discovery materials re ES recordings	1.8
Review IRS spreadsheets, reports of work absences by client and co-defendants, patient's student files (337 pp)	2.6
Review reports of defendant and co-d daughter's post-arrest interviews and reports related to fraud scheme involving defendant (52 pp)	0.8
Run searches for client's name and monikers in 90,000 pages of discovery using dtSearch (approx. 100 hits/40 docs)	3.1
Meet with client at jail re 03/20/2020 discovery review	1.0
Review CaseMap reports for 10 witness searches (approx. 200 docs/500 pp)	6.5

Discovery Processing:

- Time it takes to set up discovery files to download or upload is compensable, but wait time is not.
- Time spent loading, assessing, and organizing documents to OCR is compensable, but OCR run time is not.

Load, process, organize, OCR new discovery (3 discs)	1.2
Convert tiffs to pdf, OCR, and rename files (25 docs)	0.8
Convert surveillance videos from proprietary format to mp4s; open each video in provided player to convert (18 videos)	1.1
Load and organize discovery on SD card for client tablet pursuant to protective order	0.7
Update master discovery index with new government production	0.2
Set up OCR to run on pdfs received in government production (Bates TW000850-TW0004390)	0.5
Emails with government re new discovery; download discovery from Box; OCR, organize, and transfer to hard drive	0.6
Organize, convert to pdf, bates stamp, OCR defense-collected discovery (65 docs/1700 pp)	1.4
Convert client jail calls to mp3; conversion done individually on each call (125 calls)	1.1
Review contents of hard drive and load drive for investigator	0.5
Create dtSearch index of pdfs in discovery (approx. 90,000 pp/10 folders)	0.7

Discovery Dissemination:

- Counsel and providers should work to ensure that discovery is disseminated in an efficient manner.
- Check with CJA administrators about the availability of tablets or other electronic devices for discovery review by clients or others.

Phone call with AUSA re issues with discovery production	0.2
Emails with co-counsel and investigator re discovery updates	0.1
Multiple emails with counsel re missing discovery; locate missing documents and respond	0.3
Email with government re 03/20/2020 discovery production	0.1
Update client tablet with new discovery	0.5
Meet with paralegal and investigator re discovery review and case strategy	1.5
Update hyperlinked discovery chart with discovery production 4 and upload to box.com for all counsel	0.6
Draft discovery letter to AUSA	0.5
Emails with jail re problems with client tablet	0.1
Update attorney hard drive with new processed discovery	0.4

Non-Compensable Tasks

Administrative Work

- Time spent entering billing in eVoucher (versus attorney time reviewing and certifying service provider vouchers)
- E-filing documents
- Arranging travel
- Physically copying documents (copying expenses are reimbursable)
- Physically printing large quantities of documents
- Travel to and wait time at the post office or copy shop

Time and Expense for Obtaining Clothing or Personal Items for Your Client Not Related to the Representation

Serving subpoenas: United States Marshals are obligated to complete service absent extraordinary circumstances i.e., absent extraordinary circumstances, service of your own subpoenas is non-compensable

Utilizing CJA Paralegals

Effectively Using CJA Paralegals

Current Landscape of Federal Prosecutions

- Increasingly complex
- Voluminous discovery, especially in fraud/white collar cases
- Massive electronic data on multiple devices, much immaterial
- Multiple file formats
- Computer programs that make key word searches easy
- Cell phone and online data (e.g., Facebook profiles)
- Wiretaps

Don't Go It Alone

- AUSAs and Federal Defenders routinely use paralegals
- Expectation for CJA lawyers is not to do everything themselves
- Take advantage of CJA policies supporting paralegal and other litigation support services
- If discovery is voluminous, paralegal assistance is necessary to provide effective, high-quality representation
- Hourly rate for paralegals is lower, which conserves resources
- Any attorney who has worked with a skilled paralegal will tell you: there's no turning back!

Evolution of Discovery Management in CJA Defense



National Litigation Support Team (NLST)

<https://www.fd.org/litigation-support>

- Can help identify issues related to the collection, production, and management of ESI and digital evidence
- Provides technology, resources, and training for CJA panel counsel to assist in efficient search, review, and analysis of electronic discovery
- Provides direct assistance to CJA panel counsel and supporting teams with management of large volumes of e-discovery in select cases
- With large volumes of data in various media and file formats, early consultation with NLST can help guide litigation strategy and budget

National Litigation Support Team (NLST) (cont'd)

The Defender Services National Litigation Support Team (NLST) has contracted with five national Coordinating Discovery Attorneys to provide services to CJA attorneys on a limited number of cases that are determined to be highly complex, have numerous co-defendants, extremely voluminous discovery, or otherwise require significant technological support.

CDAs can assist in coordinating the timing and format of discovery production with the US Attorney, developing review strategies, identifying discovery production issues and ways to maintain the integrity of discovery. CDAs will evaluate the level of sophistication of each lawyer and staff member and provide recommendations and training on technology and/or vendors to use in discovery management and review. See more information on fd.org

CJA Resources and Links

CJA Resources

- ID CJA Panel Resources
https://www.id.uscourts.gov/district/cja/Panel_Information.cfm
- ID District of Idaho CJA Plan
https://www.id.uscourts.gov/district/cja/CJA_Plan_Manual.cfm
- District of Idaho CJA Manual
https://www.id.uscourts.gov/district/cja/CJA_Plan_Manual.cfm
- Ninth Circuit CJA Unit <https://www.ca9.uscourts.gov/cja>
... with links to
 - Ninth Circuit CJA Policies and Procedures
 - Expert Presumptive Rates
 - Billing Tip Sheets
 - National CJA Guidelines: *Guide to Judiciary Policy*, Vol 7
 - DSO National Litigation Support Team (NLST)

District Contacts

To access forms:

<https://www.id.uscourts.gov/district/cja/Forms.cfm>

For questions, please contact:

- CJA Voucher Review Unit
 - Sam McDonald, CJA Voucher Financial Specialist
sam_mcdonald@idp.uscourts.gov
(208) 334-9113

- Panel Representative
 - Elisa Massoth
emassoth@kmrs.net
(208) 642-3797

CJA eVoucher User Guide

CJA eVoucher User Guide

<https://www.azd.uscourts.gov/sites/default/files/cja/eVoucher%20Attorney%20Manual.pdf>



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 6.4

February

2021



Contents

Introduction	3
Panel Management	3
Voucher and Authorization Request Submission	3
Browser Compatibility	3
Forgotten or Expired Passwords	13
Locked Accounts	16
Navigating in the CJA eVoucher Program	19
.....	19
Accessing Single Login Profile (SLP)	19
Account Information	20
Modifying Your Name	20
Updating Your Email Address	21
Updating Your Password	21
Updating Your Security Questions	22
.....	23
Linked eVoucher Accounts	23
Link Your eVoucher Accounts to Your Single Login Profile (SLP)	24
Court Profile	25
Attorney Info	27
Holding Period	28
Continuing Legal Education (CLE)	28
Appointments' List	30
View Representation	31
Creating the CJA-20 Voucher	32
Entering Services	33
Entering Expenses	35
Claim Status	37
Documents	39
Signing and Submitting to Court	40
CJA-20 Quick Review Panel	42
Reports and Case Management	43
Defendant Detailed Budget Report	44
Defendant Summary Budget Report	45
Creating a CJA-21 Voucher	46
Submitting an Authorization Request for Expert Services	53
Note: There is NOT AN AUTOSAVE function on this program. You must click Save periodically to save your work	53
.....	53
Creating an Authorization for Transcripts (AUTH-24)	57
Creating a Travel Voucher	60

PACER: Free Accounts for Panel Attorneys

https://www.pacer.gov/ecfcbt/cso/PACER_Job_Aids/Activating_CJA_Privileges.pdf



June 2020

ACTIVATING CJA PRIVILEGES

The next generation (NextGen) of CMECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. If your PACER account was created prior to August 2014, you must upgrade it (see [Upgrading your PACER Account](#) for instructions), if you have not already done so.

Below are instructions for activating CJA privileges if you are (1) an existing CJA attorney with a PACER-exempt account in a NextGen court; (2) a newly appointed CJA attorney with an existing PACER account; or (3) a newly appointed CJA attorney with no PACER account.

Existing CJA Attorney with a PACER-Exempt Account in a NextGen Court

STEP 1 Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. You must provide:

- Your name, username, and the account number of your upgraded PACER account. You can find this information by clicking **My Account and Billing**, then logging on to **Manage My Account Login** at www.pacer.gov.

- The district in which you have been appointed as a CJA attorney.
- Your PACER-exempt account information, which includes your username and account number. You can find this information by logging on to **Manage My Account** at www.pacer.gov.

NOTE: Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

STEP 2 The PSC will send you an email with instructions on how to proceed.

Newly Appointed CJA Attorney with an Existing PACER Account

STEP 1 Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. You must provide:

- Your name, username, and the account number of your upgraded PACER account. You can find this information by clicking **My Account and Billing**, then logging on to **Manage My Account Login** at www.pacer.gov.

https://www.pacer.gov/ecfcbt/cso/PACER_Job_Aids/CJA_instructions.pdf



CJA EXEMPT STATUS INSTRUCTIONS

The next generation (NextGen) of CMECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. To activate this feature, you must activate CJA privileges on your upgraded PACER account (see [Activating CJA Privileges](#) for instructions). If your account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

NextGen Courts and the Change PACER Exemption Status Toggle

NOTICE: CurrentGen District CMECF v6.3 now provides users with the Change PACER Exemption Status Toggle feature.

- STEP 1** Log on using your upgraded PACER account.
- STEP 2** On the PACER fee status, click the **Change** link. Reaching the PACER Exemption Status screen varies depending on court type.
- Appellate NextGen Courts:** The PACER fee status is located at the top of the search page.

Bankruptcy and District Courts: You can use either of the two processes listed below.

- Click **Utilities**, and then click the **Change PACER Exemption Status** link.

NOTE: If the Change PACER Exemption Status link does not appear on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page or Release 6.3 Menu Items page in CurrentGen district courts running CMECF v6.3. To visit this page, click the **NextGen Release 1.1 Menu Items** or **Release 6.3 Menu Items** link on the Utilities page.

- Click **Query**, and then click the **Change** link. The PACER fee status is located under the **Run Query** button.

Don't know
what you
need...?

Call us. We can consult with NLST or connect
you to colleagues that have had similar cases.

Suzanne Morris

Circuit CJA Case Budgeting Attorney (CBA)
(415) 355-8982
smorris@ce9.uscourts.gov

Jen Naegele

Circuit CJA Case Budgeting Attorney (CBA)
(415) 355-8986
jnaegele@ce9.uscourts.gov