



*United States District Court
Western District of Missouri*

CRIMINAL JUSTICE ACT (CJA)

***INFORMATION FOR
APPOINTED COUNSEL***

Revised: 01/06/11

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI

**INFORMATION FOR COUNSEL APPOINTED UNDER
THE CRIMINAL JUSTICE ACT (CJA)**

The following information is provided for the guidance of privately practicing attorneys appointed, pursuant to the Criminal Justice Act (18 U.S.C. §3006A), to represent a person financially unable to obtain adequate representation.

I. DUTIES OF APPOINTED COUNSEL

- A. Counsel named in the order of appointment (Form CJA 20/30) must personally appear at all proceedings. Counsel shall not delegate his responsibility to other counsel. Counsel who is unable to personally fulfill his or her obligation to a defendant because of health or other good reason should immediately so notify the Court or United States Magistrate Judge in writing.
- B. Counsel is required to secure the appearance of the defendant at all pretrial conferences and at all other proceedings requiring the appearance of the defendant.
- C. Counsel shall fulfill his or her professional responsibility as an officer of the Court, and the limited amount of compensation accruing in no respect diminishes such responsibility.
- D. Counsel appointed by a United States Magistrate Judge shall continue to serve until his or her representation is terminated by the provisions of the plan of the Court, adopted pursuant to the Criminal Justice Act of 1964, as amended by Public Law 91-447, or by Court order.
- E. Counsel shall report, to the Court or a United States Magistrate Judge, any change in the financial status of the person he or she was appointed to represent which indicates the ability of the person to finance all or part of the representation.

II. TERMINATION OF APPOINTMENT

- A. Representation of a defendant in a criminal case shall terminate with the imposition of sentence following the acceptance of a plea of guilty or a plea of nolo contendere and the filing of a timely motion pursuant to Rule 35, Federal Rules of Criminal Procedure.
- B. Counsel shall, following the imposition of sentence in a criminal case where the defendant has been found guilty after trial, advise the defendant of his or her right to appeal and of his or her right of counsel on appeal. If requested to do so by the defendant, counsel shall file a timely notice of appeal. Counsel on appeal shall be appointed by the Court of Appeals. If the defendant does not request the filing of a notice of appeal, counsel shall file a statement that he or

she has informed the defendant of his or her right to appeal and the defendant has advised that he or she does not desire to appeal, whereupon the representation will terminate.

- C. Representation in all other proceedings shall terminate when the purpose of the appointment is accomplished or when terminated by Court order.

III. COMPENSATION

- A. Counsel shall be compensated at a rate not exceeding \$125.00 per hour for time expended out of court or in court before a United States District or Magistrate Judge for work performed on or after 01/01/10. Prior to 01/01/10 but on or after 03/11/09, counsel shall be compensated at a rate not to exceed \$110.00 per hour for time expended in court and out of court. Prior to 03/11/09 but on or after 01/01/08 counsel shall be compensated at a rate not exceeding \$100.00 for time expended in and out of court. Appointed counsel shall be reimbursed for expenses reasonably incurred.
- B. The rate of compensation in a death penalty proceeding is \$178.00 for time expended in or out of court before a United States District or Magistrate Judge for work performed on or after 01/01/10. Prior to 01/01/10 but on or after 03/11/09, counsel shall be compensated at a rate not to exceed \$175.00 per hour for in and out of court. Prior to 03/11/09 but on or after 01/01/08, counsel shall be compensated at a rate not to exceed \$170.00 per hour for in and out of court.
- C. The maximum allowance permitted by 18 U.S.C. §3006A, for representation of a person before a United States Magistrate Judge and in the District Court, or both, is:

| | |
|--|------------|
| 1. Felony Case | \$9,700.00 |
| 2. Misdemeanor Case | \$2,400.00 |
| 3. Post-Trial Motion (made after entry of judgment) | \$2,100.00 |
| 4. Probation Revocation | \$2,100.00 |
| 5. Motion to Vacate | \$2,100.00 |
| 6. Habeas Corpus (except in Death Penalty cases) | \$9,700.00 |
| 7. Parole Revocation | \$2,100.00 |
| 8. Material Witness | \$2,100.00 |
| 9. Mental Competency (18 U.S.C. §4245) | \$2,100.00 |
| 10. Civil or Criminal Contempt | \$2,100.00 |
| 11. Grand Jury Witness | \$2,100.00 |

The maximum allowance, permitted by 18 U.S.C. §3006A, for representation of a person in an Appellate Court is \$6,900.00.

| If a case is... | And services were completed... | | | |
|--|---|--|--|---|
| | Before October 13, 2008, the case maximum is... | On or after October 13, 2008 and before March 11, 2009, the case maximum is... | On or after March 11, 2009, and before January 1, 2010, the case maximum is... | On or after January 1, 2010, the case maximum is... |
| Felony (including pre-trial diversion of alleged felony) | \$7,000 | \$7,800 | \$8,600 | \$9,700 |
| Misdemeanor (including pre-trial diversion of alleged misdemeanor) | \$2,000 | \$2,200 | \$2,400 | \$2,800 |
| Proceeding Under 18 U.S.C. § 4106A | \$1,500 | \$1,700 | \$1,800 | \$2,100 |
| Proceeding Under 18 U.S.C. §§ 4107 or 4108 (for each verification proceeding) | \$2,000 | \$2,200 | \$2,400 | \$2,800 |
| Proceeding Under 18 U.S.C. § 983 | \$7,000 | \$7,800 | \$8,600 | \$9,700 |
| Post-conviction proceeding Under 18 U.S.C. §§ 2241, 2254 or 2255 | \$7,000 | \$7,800 | \$8,600 | \$9,700 |
| Proceeding Under 28 U.S.C. § 1875 | \$7,000 | \$7,800 | \$8,600 | \$9,700 |
| Appeal (from felony, misdemeanor, proceeding Under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding Under 18 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875) | \$5,000 | \$5,600 | \$6,100 | \$6,900 |
| Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness) | \$1,500 | \$1,700 | \$1,800 | \$2,100 |
| Appeal of other representation | \$1,500 | \$1,700 | \$1,800 | \$2,100 |

D. Payment in excess of any maximum amount provided in paragraph "C" herein immediately above may be made for extended or complex representation whenever the District Judge before whom the representation was rendered, or the United States Magistrate if the representation was furnished exclusively before him, certifies that the amount of the excess payment is necessary to provide fair compensation and the payment is approved by the Chief Judge of the Circuit or his delegate. When making a claim for excess compensation, the attorney shall set forth on the voucher the itemization of the time and expense along with a memorandum as to why he feels the case is either "extended" or "complex." Ordinarily, no case will be considered "extended" unless the trial lasts longer than five days. When the trial of a case before a District Judge or Magistrate Judge does not last longer than five days, the attorney shall confine the request for compensation to an amount not to exceed \$9,700.00. The only basis upon which compensation in excess of \$9,700.00 will be considered when the trial time is five days or less is if the attorney verifies that the case was "complex" and sets out the reasons why he believes that it was. A case disposed of by a plea of guilty or dismissal of indictment or information may possibly be considered "complex" if it involves extraordinary investigation or extraordinary briefing or preliminary motions, etc.

IV. ACTUAL EXPENSES OTHER THAN FOR EXPERT OR OTHER SERVICES

- A. Counsel shall be reimbursed for reasonable actual expenses incurred in the representation of a defendant. This would include photocopies, toll calls, facsimiles sent at commercial facility and computer-aided legal research. Please include copies of bills for toll calls and Westlaw/Lexis charges with your voucher.
- B. In determining whether actual expenses incurred are "reasonable," counsel shall be guided by the prevailing limits placed upon travel and subsistence of federal judiciary employees. Therefore, reimbursement for counsel appointed to represent a defendant before a United States Magistrate Judge or in the United States District Court for the Western District of Missouri shall be limited as follows:
 - 1. Actual subsistence, not to exceed the maximum daily allowance for the particular area for employees of the judiciary as fixed by the Director of the Administrative Office of the United States Courts. Lodging, meals, and all other allowable items of expense shall be itemized, and receipts furnished with the voucher.
 - 2. Actual travel expenses shall not exceed:
 - a. Round-trip coach air fare arranged through Omega World Travel (866-450-0401)
 - b. Round-trip taxi or public transit fare from office to airport, train station, or bus depot, and from airport to courthouse.
 - c. Private automobile mileage at the rate allowed for employees of the judiciary as fixed by the Director of the Administrative Office of the United States Courts (current rate is 51.0 cents per mile), not to exceed the amount of round-trip coach air fare.
- C. When authorization for the use of a paralegal or law clerk has been obtained from the Court, separate work sheets are required for that person.

V. PACER AVAILABLE TO ATTORNEYS APPOINTED UNDER THE CRIMINAL ACT

- A. The Judicial Conference has approved an Amendment to the Miscellaneous Fees Schedule exempting CJA appointed attorneys in the performance of services authorized by CJA from fees for the use of Public Access to Court Electronic Records (PACER) effective January 1, 1995.
- B. CJA appointed attorneys who use PACER in connection with their CJA appointments can obtain an exempt login and password in connection with a CJA appointment by contacting the Pacer Service Center at 1-800-676-6856. If you inadvertently use the service in connection with a CJA appointment without an exempt login and password, a request for credit may be made in writing to Pacer Service Center after receipt of the quarterly statement, however, this should be the exception and only used in unusual circumstances.

VI. AUTHORIZATION FOR OBTAINING EXPERT OR OTHER SERVICES

- A. Prior authorization from the Court should be obtained before obtaining investigative, expert, or other services; e.g., reporter's transcript, interpreter, investigator, psychiatrist, psychologist, other expert services. The maximum allowance, permitted by 18 U.S.C. §3006A, is \$2,400.00 in non death penalty cases (Effective 5/27/10), \$7,500.00 (aggregate) in death penalty cases.
- B. Investigative, expert, or other services may be obtained, where it is not possible to seek prior authorization, subject to later review. The maximum allowance, permitted by 18 U.S.C., §3006A, where prior authorization is **not** obtained, is \$800.00 (Effective 5/27/10).
- C. The request for prior authorization to obtain investigative, expert, or other services, shall be made on Form CJA 21 entitled "Authorization & Voucher for Expert or Other Services," or Form CJA 31 entitled "Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services" which can be obtained from the CJA Administrator or the court website. Approval should be obtained by the filing of a Motion and the Judge granting same (Preferred method). This is in addition to and does not eliminate the need for a CJA 21/CJA 31. The top portion of Form CJA 21/CJA 31 can be completed by counsel and presented to the judge for prior approval as well. After the investigative, expert, or other services have been obtained, the completed Form CJA 21/CJA 31 shall be submitted to the CJA Administrator. When the CJA 21/CJA31 is submitted for payment, with all the appropriate signatures, the order should be attached with all the other supporting documentation.

VII. FORMS OBTAINABLE FROM THE COURT

- A. Form CJA- 21 entitled "Authorization & Voucher for Expert or Other Services"
- B. Form CJA 31 entitled "Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services."
- C. Notice of Appeal (criminal only).

Please note that the above blank forms may be copied as needed. The CJA-20/30 form will be provided to you upon appointment. In the case of the CJA-30 or the CJA-20 when interim payments are approved counsel may obtain copies of the form from the CJA Administrator before completing it for submission of subsequent interim claims or All forms can be obtained from (<http://www.mow.uscourts.gov>).

VIII. PREPARATION AND SUBMISSION OF VOUCHERS

- A. The original copy signed by the judge of Form CJA 20, entitled "Appointment of and Authority to Pay Court Appointed Counsel" or Form CJA 30, entitled "Death Penalty Proceedings: Appointment of and Authority to Pay Appointed Counsel" are to be completed by counsel and delivered to the CJA Administrator promptly. Pursuant to the Policies and Procedures Guide to

the Criminal Justice Act vouchers should be submitted no later than 45 days after the completion of the case. If interim payments are to be made, the vouchers should be submitted in accordance with the order approving same. After being audited and sent to the Judge for approval, the voucher will be entered into the CJA payment system by the CJA Administrator and the payment will then be made by the Administrative Office of the United States Courts, Washington, D.C.

- B. Form CJA 21 entitled "Authorization and Voucher for Expert and Other Services" or Form CJA 31 entitled "Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher Expert and Other Services" are to be completed by counsel and the party providing the services and delivered to the CJA Administrator of the Court as soon as services are complete and in any event not later than 45 days after services have been concluded. After being audited and sent to the Judge for approval, the voucher will be entered for payment by the CJA Administrator and payment will be made by the Administrative Office of the United States Courts, Washington, D.C.
- C. A claim for more than the maximum provided. Less than 18 U.S.C. § 3006A will increase the time needed for processing the claim since it will require approval of the Circuit Judge as well as the District Court Judge.
- D. Failure to submit claims in a timely manner may result in refusal of the claim by the Court.

Please note the dates for the period of service (#20 on a CJA-20 and #18 on a CJA-30) and, when a final voucher is submitted, disposition of the case should be completed (#21 on a CJA-20 and #20 on a CJA-30).

Refer to Disposition of Case chart for code to enter on voucher.

When can I expect to receive payment for the voucher I have submitted?

A **minimum** of 6 weeks from the date the court receives the voucher, should be allowed for processing and payment. Complex vouchers may require additional time. All vouchers are logged and processed in the order in which they are received.

IX. SPECIAL INSTRUCTIONS FOR COMPLETING FORM CJA30

- A. The Form CJA 30 for use in death penalty proceedings require the reporting of services according to the following stages of the proceedings:

CAPITAL PROSECUTION

- * Pre-Trial
- * Trial
- * Sentencing
- * Other Post Trial
- * Appeal
- * Petition for Supreme Court Writ of Certiorari

DEATH PENALTY HABEAS CORPUS

- * Habeas Petition
- * Evidentiary Hearing
- * Dispositive Motions
- * Appeal
- * Petition for Supreme Court Writ of Certiorari

OTHER PROCEEDINGS

- * Stay of Execution
- * Appeal of Denial of Stay
- * Petition for Supreme Court Writ of Certiorari Regarding Denial of Stay
- * Other

- B. Because the CJA 30 voucher forms can be used to report services relating to only one stage of the proceedings, a separate interim voucher form must be filed at each stage of the proceedings. (In any case in which the court has approved interim payments, additional interim vouchers may be submitted within any stage of the proceedings.) When filing interim claims are sure to check “Interim” and enter the claim number at the bottom of the form. The “Final” should be so checked and the number of the claim entered. Hours of services should be reported during the stage in which they were performed, even if the work product will be used at a later stage. Under the Criminal Justice Act a new appointment should be made for a person represented in a new trial after motion, mistrial, reversal, or remand on appeal.

X. Criminal Justice Act Worksheet Instructions

In Court Hourly Worksheet

These Worksheets were devised to standardize the itemization and documentation of hourly totals and in court services performed by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. You are required to submit an accounting of the time spent on the case. Claims not supported with worksheets, or the worksheets are illegible, **will not** be accepted for processing. Each attorney should provide the following information on the worksheet:

1. The Case Number and name of defendant or petitioner pertaining to the claim.
2. For each "In Court" service rendered provide the following:
 - the date the service was performed
 - a brief description of the service performed
 - the time spent performing the service

The time spent performing the service should be reported in **tenths** of hours. One-tenth (.1) of an hour is equal to six (6) minutes. In addition, the time reported should be listed under the appropriate "In Court" service category, i.e., Arraignment and/or Plea, Motions and Requests, Bail Hearings, etc. **"In Court" time begins to accrue at the time the hearing is scheduled to begin and ends with adjournment.**

Once all "In Court" services have been documented the **HOURS** column pertaining to each service category should be totaled. If more than one page is required a page total should be provided on each page. A grand total of all page totals should be provided on the final page. The grand total of hours for each service category should then be transferred to Item 15 of the CJA 20 (Item 15 of the CJA 30) and listed across from the applicable "In Court" service and totaled to arrive at the total hours for all "In Court" services. The "In Court" compensation should then be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered, i.e., Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA 20/CJA 30, the "In Court Hourly Worksheet" must be attached to the voucher.

XI. Criminal Justice Act Worksheet Instructions

Out of Court Hourly Worksheet

These Worksheets were devised to standardize the itemization and documentation of Hourly Totals of "Out of Court" Services performed by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. You are required to submit an accounting of the time spent on the case. Claims not supported with worksheets, or the worksheets are illegible, **will not** be accepted for processing. Each attorney should provide the following on the worksheet.

1. The Case Number and name of defendant or petitioner pertaining to the claim.
2. For each "Out of Court" Service rendered provide the following:
 - the date the service was performed
 - a brief description of the service performed
 - the time spent performing the service

The time spent performing the service should be reported in **tenths** of hours. One-tenth of an hour is equal to six (6) minutes. In addition, the time reported should be listed under the appropriate "Out of Court" Service category, i.e., Interviews and Conferences, Obtaining and Reviewing Records, Legal Research and Brief Writing, etc.

Once all "Out of Court" services have been documented the **HOURS** column pertaining to each service category should be totaled. If more than one page is required, a page total should be provided on each page. A grand total of all page totals should be provided on the final page. The grand total hours for each service category should then be transferred to Item 16 of the CJA 20 (Item 15 of the CJA 30) Form and listed across from the applicable "Out of Court" service and added to arrive at the total hours for all "Out of Court" services. The Out of Court compensation should be calculated by multiplying the applicable rate per hour by the total hours.

3. Each page should be numbered, i.e., Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA 20/CJA 30, the "Out of Court Hourly Worksheet" must be attached to the voucher.

XII. Criminal Justice Act Worksheet Instructions

Other Expense & Travel Worksheets

These Worksheets were devised to standardize the itemization of other reimbursable expenses incurred by Court Appointed Counsel in the defense of a client under the Criminal Justice Act. Each attorney should provide the following on the worksheet:

1. The Case Number and name of defendant or petitioner pertaining to the claim
2. For each item of "Other Expense" incurred provide the following (this includes toll phone calls)
 - the date incurred
 - a brief explanation of the expense
 - the amount of expense incurred

Attach supporting documentation, i.e., receipts, canceled checks and invoices. Receipts are required for all travel expenses. Toll calls made by the attorney are reimbursable. Toll calls made by the defendant or petitioner are limited to those absolutely necessary. Copies of phone charges are required. Cell phone charges are not reimbursable. Receipts are required for any expenses.

Such expense items as mileage, facsimiles sent at commercial facility, and copying should show the total miles or the number of pages, respectively, multiplied by the applicable rate to arrive at the expense incurred. See the following sheets in the Appendix for a breakdown of rates applicable to CJA. Copies and facsimiles are reimbursed at commercially competitive rates. If copies are obtained from the Court or a police department, please attach the receipts. Fed-Ex or Express Mail should not be used except in emergency situations.

To qualify for meals, the times of departure and arrival must be listed and travel time must be at least ten hours.

The expenses incurred should then be listed on the breakdown sheet in chronological order and the amount listed under the appropriate "Other Expense" category, i.e., Mileage, Parking, Meals, etc. **Any single expense which exceeds \$300.00 requires prior approval from the Court.**

Service of Process, witness fees and items of a personal nature are NOT reimbursable under CJA.

If it is critical that a pleading must be hand delivered to the court, a courier service or someone in the attorney's office may be used. Please include a receipt, if a service is used, and a justification of why the delivery was necessary.

Once all expenses have been itemized on the "Other Expense & Travel Expense" breakdown sheets, total each column. Transfer the "Other Expense & Travel Expense" category totals, to

the applicable spaces provided on lines 17 and 18 of the CJA 20 (lines 16 and 17 of CJA 30). Please note the columns are **Travel, Lodging, Meals, etc.** and **Other**. The totals for mileage, meals and lodging should be combined on the front of the voucher for travel and all other expense totaled and listed in "Other Expense." It is not sufficient to say "See Attached." The "Other Expense and Travel Expense" Worksheets along with any supporting documentation must be attached to the voucher.

XIII. All vouchers should be certified by the attorney signed and submitted to:

**CJA Administrator
U. S. District Court
400 E. 9th St., Rm. 2710
Kansas City, MO 64106**

XIV. Any questions regarding CJA may be directed to CJA Administrator Teresa Harrison (teresa_harrison@mow.uscourts.gov) at (816) 512-5066. You may also access the website at <http://www.mow.uscourts.gov/> for general information and CJA vouchers.

Appendix

APPOINTMENT OF AND AUTHORITY TO PAY COURT APPOINTED COUNSEL

1) Attorney Compensation Rates-In Court/Out of Court -

| | |
|----------------------|-------------------|
| 01/01/10 to Present | \$125.00/\$125.00 |
| 03/11/09 to 12/31/09 | \$110.00/\$110.00 |
| 01/01/08 to 3/10/09 | \$100.00/\$100.00 |
| 05/20/07 to 12/31/07 | \$94.00/\$94.00 |
| 01/01/06 to 05/19/07 | \$92.00/\$92.00 |
| 05/01/02 to 12/31/05 | \$90.00/\$90.00 |
| 04/01/01 to 04/30/02 | \$75.00/\$55.00 |

- 2) **Time** - should be reported in tenths of an hour (Example: 6 min. = .1, 12 min = .2, 60 min. = 1.0)
- 3) **Breakdown Sheets** - should be in standard format with tasks listed in chronological order by date. Be sure to use the breakdown sheet which corresponds to the Voucher you are submitting. (CJA20/CJA30)
- 4) **Compensation** - In Excess of The Statutory Maximum, (\$9,700.00 for a criminal case or \$2,100.00 for a revocation/supervised release violation) - an attorney must submit a detailed memorandum supporting their claim with the voucher. Also, circuit approval is required.
- 5) **Interim payments** - require an order from the court.
- 6) **Prior Authorization** - The total cost of investigative, expert or other services obtained prior to authorization may not exceed \$500.00. If you did not receive prior authorization, you may submit the expense for consideration by the Judge.
- 7) **Paralegal/Law Clerk Time** - **with prior approval**, can be reimbursed on a CJA 20 as an out-of-pocket expense of appointed counsel. Worksheets are required. A total amount should be included in "Other Expense" on the front of the voucher. Paralegal/Law Clerk use is reimbursable at the rate of pay they currently receive. Counsel **must** provide proof of pay rate (Pay stub, letter from Human Resources, etc.)
- 8) **Receipts** - required for any expense and for all travel expenses.
- 9) **Copies** - are reimbursable at commercially competitive rates. In-house copies are reimbursed at 20 cents per page. Please indicate what is being copied, why it is being copied and the number of pages.
- 10) **Long Distance Phone Calls** - list who initiated the call, to whom the call was made, the expenses incurred and attach copies of the phone bills to the voucher.
- 11) **Travel Time** - Compensation will be approved for time spent in necessary and reasonable travel.
- 12) **Travel Expense** - actual receipts required for all travel

- | | | | | | |
|-----|------------------------|----------------------|------|----------------------|------|
| 13) | Mileage Rates - | 02/04/05 to 08/31/05 | 40.5 | 03/19/08 to 7/31/08 | 50.5 |
| | | 09/01/05 to 12/31/05 | 48.5 | 08/01/08 to 01/31/09 | 58.5 |
| | | 01/01/06 to 01/31/07 | 44.5 | 02/01/09 to 12/31/09 | 55.0 |
| | | 02/01/07 to 03/18/08 | 48.5 | 01/01/10 to 12/31/10 | 50.0 |
| | | 01/01/11 to Present | 51.0 | | |
- 14) **Air Travel** - requires Court approval. You must travel under the GTA Program. Flight arrangements should be made thru Omega World Travel (1-866-450-0401) **after** court approval has been received.
- 15) **Automated Research** - Vouchers must include the Westlaw/Lexis statement, a statement setting forth the issues researched and an estimate of the number of hours that would have been required to do the research manually.
- 16) **Transcripts** - Court Reporters should claim compensation for their services on a CJA 24.
- 17) **Depositions/Sworn Statements** – Generally speaking, fees and expenses of fact witness for defendants proceeding under the CJA are paid by the DOJ.
SEE: Fed R. Crim., Rule 17(b); 28 U.S.C § 1825
- 18) **Certification and Disposition** - complete Space 19 and 21 on the CJA-20 and Space 18 and 20 on the CJA-30.
- 19) **Personal Information** - such as Address, Phone Number, Social Security Number and 1099 preferences should be provided at the time of or before the first appointment by completing a Panel Attorney Data Form.
- 20) **Orders** - attach copies of all orders pursuant to appointment and claim to vouchers.
- 21) **Appointment Concluded** - appointment is concluded with filing of appeal or petition for Writ of Certiorari.
- 22) **Submission of Claim** - claim is due within 45 days of conclusion of the case or monthly for those approved for interim payments.
- 23) **Non-Reimbursable Items** - General Office Overhead, Items & Services of a Personal Nature, Filing Fees, Printing of Briefs, Service of Process, Witness Fees and Taxes.