

TOP TEN VOUCHER PREPARATION ERRORS OF CJA VOUCHER CLAIMS

1. Claims for contact with persons other than the defendant that lack notation specifying the contact's role or relationship to the case.
2. Claims for contact or consultation with the defendant's family members do not identify the nature of the contact.
3. No receipt attached for expense items over \$50.00.
4. Incomplete description of legal research.
5. Claims for clerical tasks (ex. Filing, copying, open/close file, etc.) that are not compensable.
6. Not providing the number of miles traveled for trips. All trips must start from your office. If excess time is claimed because of weather or traffic, that needs to be stated. Calculations are verified with internet tools.
7. Lack of information provided when excess time is claimed for letter writing.
8. Expenses for other peoples meals at a joint lunch meeting.
9. Lack of information provided when excess time is claimed for letter writing.
10. Missing attorney signature.