

TIPS AND TRICKS TO
GET YOUR CJA
VOUCHERS PAID
FASTER



Common Errors that Result in the Rejection of Vouchers

▪ Limited detail about activity

- It is very important to give a detailed explanation of all work performed
 - Ex. Simply putting “legal research.” It is necessary to put more information regarding the legal issue being researched
 - Ex. Stating that you were in a “meeting.” It is important to detail whom you are meeting with and what it is regarding
 - The more detailed the better

▪ Incorrect in-court time

- The CJA Administrator verifies the date/time spent in court with CM/ECF
 - It is very important to designate wait time separately from in-court time
 - Check that the date/time detailed on your vouchers matches what is reflected on the docket

Common Errors that Result in the Rejection of Vouchers

- **Billing for non-reimbursable expenses**
 - **Counsel cannot be reimbursed for:**
 - Services that are secretarial in nature or clerical work
 - Clerical work includes work customarily performed by a non-attorney for counsel to be able to render their professional service.
 - Such tasks include but are not limited to
 - making copies
 - scheduling meetings
 - calendaring
 - creating/organizing a case file
 - General office overhead including rent
 - Items of a personal nature including clothing and haircuts for clients
 - Downloading, opening, renaming, saving, printing, and/or forwarding an electronic court filing notice
 - ***Counsel may bill for reading substantive documents**

Common Errors that Result in the Rejection of Vouchers

- **Accidental double billing of travel time or mileage to multiple cases**
 - Mileage and/or travel time should be billed to one case only, not split amongst several cases
 - Example: Travel to see two different defendants at the same location
 - Mileage & travel time should be billed to only one of the defendant's vouchers
 - Time spent providing services to each defendant should be billed to each defendant's respective voucher

Common Errors that Result in the Rejection of Vouchers

- **Untimely filing of the voucher without explanation**

- Vouchers shall be submitted no later than 45 days after the defendant is sentenced or the case is otherwise disposed
- Any voucher submitted beyond 45 days after the conclusion of the case must include an explanation as to why the voucher is being submitted late

- **Failure to attach relevant orders or other required documents**

- All relevant orders and other supporting documentation must be attached to the voucher
 - If you are requesting an interim payment you must attach an order approved by the judge granting interim payments
 - If the case exceeds the statutory maximum for approval by the district court judge (\$11,500) a CJA 26 form must be completed and attached to the voucher
 - All expenses over \$50.00 (besides mileage) must have supporting documentation

Common Errors that Result in the Rejection of Expert Vouchers

- **Attorneys are permitted to utilize \$900 (per representation, not per type of expert) to obtain investigative, expert, and other services**
 - If an Attorney knows they will exceed the \$900 they should request funds via a motion to the Court as soon as possible
 - Once a motion has been submitted and approved by the Court, Attorneys are required to submit an Auth in eVoucher for the amount approved
 - The order approving the retention of the expert must be attached to the Auth
 - When the Attorney enters the CJA 21 for payment of the expert, they must link the prior authorization in eVoucher with the CJA 21 that is being submitted
 - To do so they will click the below button when entering the voucher

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Common Errors that Result in the Rejection of Expert Vouchers

- **If expert services are anticipated to exceed \$2,600, the Auth will have to go to the Circuit for approval**
 - When submitting an Auth in eVoucher make sure to attach the Advance Authorization for Investigative, Expert, or Other Services form
 - Copy of the form is located on the Court's internet page
- If an expert's bill unexpectedly exceeds the \$2,600 max, a CJA 26 form needs to be attached detailing why the charges were in excess of the compensation maximum

Resources

- For questions or additional information please reference the Ohio Northern District's website dedicated to CJA:
 - <https://www.ohnd.uscourts.gov/appointment-counsel-cja>
 - Find CJA forms
 - Answers to Frequently Asked Questions
 - Instructions and training for the eVoucher system
 - Contact the CJA eVoucher Help Desk at: (216) 357-7003