

## United States Court of Appeals

### *For the Eighth Circuit*

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TO: CJA Appointed Attorneys

The Administrative Office of the U.S. Courts in Washington, D. C. has replaced the CJA payment system. A new computer tracking system is now in place in the Eighth Circuit. Under the new system, we have removed the Social Security number and Tax Identification Number from the CJA 20 and 30 forms to protect attorney privacy. We will be required, however, to obtain the Social Security number of appointed attorneys at the time of appointment, rather than at the time of submission of the claim. If you have a pre-existing agreement with your law firm or corporation, indicating that the CJA earnings belong to the law firm or corporation, you may elect to have the Internal Revenue Service issue a 1099 Statement reflecting the CJA payments to the firm, rather than to you personally. You should then include the Taxpayer Identification Number of your law firm, as well as the firm's mailing address. **Please note that your Social Security number is required in all instances.** A Panel Attorney Data form for you to return with the relevant tax and Social Security numbers may be downloaded from the court's website.

The revised instructions for the CJA 20/30 forms are available from the clerk's office and on the court's website. Please review the instructions carefully. Although the revised forms contain spaces only for a total amount claimed in each category, **you are required to provide an itemization of all your individual expenses.** In addition, you are asked to provide the case disposition code according to the table in the attached instructions. Please be careful in providing the dates of service and be sure to include receipts where required. A common mistake is charging more than 15¢ per copy for copies made in-house and not including receipts for copies and bindings from vendors. A separate worksheet for each person claiming fees must be submitted with the CJA voucher. An appointed counsel may claim compensation for services furnished by a partner or associate within the maximum compensation allowed, but claims for travel expenses and in-court services are limited to those attorneys actually appointed under the Act. Many hotels in our circuit offer government rates to counsel appointed under the Criminal Justice Act for travel to oral argument. We encourage you to take advantage of these reduced rates. A travel authorization for airline travel to oral argument will be mailed to you with instructions for charging the cost of your ticket directly to the court's CJA travel account. Finally, effective November 13, 2000, the statutory maximums allowed for attorney compensation have increased to \$3,700 for both direct criminal appeals and appeals in habeas cases.

**Please send us the original and one copy of your voucher and attachments.**

Please feel free to contact us if you have questions. You may direct your CJA questions to Robin Weinberger, Jenny Cline, or Diane Hogenmiller, at 314-244-2400.