

MEMORANDUM TO CJA APPOINTED COUNSEL

INSTRUCTIONS FOR COMPLETING THE CJA 20 WORKSHEETS

In Court Hourly Worksheet:

The attached worksheet must be filled out by the appointed counsel for all *time spend in court*. The worksheets must be submitted with your completed CJA-20 Voucher. Please make additional copies of the blank forms on which to record your services, if necessary. (Please include the following information)

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.
The Name of the Defendant that you are representing.
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
2. For each in court service rendered provide the following:
 - a. The date that the service was performed
 - b. A brief description of the service performed
 - c. The time spent performing the service

The time spent performing the service must be reported in hours and *tenths of hours*, using percentages. *Examples - .1, 2.2, 3.5, 1.6, etc. (Tenths of hour)*
The time reported must be listed under the appropriate *in court* service category, such as Arraignment and/or Plea, Motions and Requests, Bail Hearings, etc.

Once all *in court* services have been documented, the hours column pertaining to each service category must 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 for each service category will then be transferred to Item #17 on the CJA-20 Voucher Form. Please list each category separately 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. Current rates are available at → http://www.nynd.uscourts.gov/documents/HourlyRates_000.pdf

3. Each page should be numbered. Examples - Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA-20 Voucher, the *in court* worksheet(s) must be attached to the CJA-20 Voucher Form.

Out of Court Hourly Worksheet:

The attached worksheet must be filled out by the appointed counsel for all *out of court* time. The worksheets *must* be submitted with your completed CJA-20 Voucher. Please make additional copies of the blank forms on which to record your services, if necessary. (Please include the following information)

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.
The Name of the Defendant that you are representing.
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
2. For each *out of court* service rendered provide the following:
 - a. The date that the service was performed
 - b. A brief description of the service performed
 - c. The time spent performing the service

The time spent performing the service must be reported in hours and *tenths of hours*, using percentages. *Examples - .1, 2.2, 3.5, 1.6, etc. (Tenths of hour)*

The time reported must be listed under the appropriate *out of court* service category. Example - Interview and Conferences, Obtaining and Reviewing Records, Legal Research and Brief Writing, etc.

Note: Travel time to and from court (or the place where service is rendered) may not be claimed if the round trip is less than one hour.

Once all *out of court* services have been documented, the hours column pertaining to each service category must 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 for each service category will then be transferred to Item #18 on the CJA-20 Voucher Form. Please list each category separately to arrive at the total hours for all *out of court* services. The *out of court* compensation should then be calculated by multiplying the applicable rate per hour by the total hours. Current rates are available at -> http://www.nynd.uscourts.gov/documents/HourlyRates_000.pdf

3. Each page should be numbered. Examples - Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA-20 Voucher, the *out of court* worksheet(s) must be attached to the CJA-20 Voucher Form.

Other Expense Worksheet:

The attached worksheet must be filled out by the appointed counsel for all *other expenses* incurred in the defense of a client under the CJA.

The worksheets *must* be submitted with your completed CJA-20 Voucher. Please make additional copies of the blank forms to record your services on if necessary.
(Please include the following information)

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.
The Name of the Defendant that you are representing.
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
2. For each *Expense Item* claimed please provide the following:
 - a. The date that the service was performed
 - b. A brief description of the service performed
 - c. The time spent performing the service

Attach supporting documentation. Example - receipts, canceled checks and invoices for all expenses over \$50. Such expense items as mileage and copying should show total miles. Mileage rate is available at <http://www.nynd.uscourts.gov/documents/mileage.pdf>. The expenses incurred should then be listed under the appropriate other expense category. IE. Mileage, Parking, Meals, etc.

Once all *other expenses* have been itemized, total each column listing the total amount on the bottom of the worksheet. Transfer and list *other expense* categories and the applicable totals under item #19 on the CJA-20 Voucher Form. The *other expense* worksheet(s) must be attached to your CJA-20 Voucher when it is submitted to the court for payment.