

**IN THE UNITED STATES COURTS**

**DISTRICT OF IDAHO**

In the matter of )  
 )  
Improvement of Criminal Justice Act ) General Order # 231  
(CJA) Process & Procedures )  
\_\_\_\_\_ )

This matter comes before the Court to streamline the current CJA procedures, and

The Court being aware that said procedures will expedite payment, ensure accuracy, and improve the management and processing of Criminal Justice Act (CJA) claims and vouchers, and

The Court having reviewed these procedures with members of the Bar, and

The Court being informed that this new automated submission and approval process will enhance the operations of the Court,

NOW THEREFORE, the following plan is adopted by this Court:

**SUBMISSION OF CJA-20 VOUCHERS**

IT IS ORDERED that the automated District of Idaho Excel CJA-20 voucher must be used to document attorney time and expenses submitted for payment under the CJA, for all appointments after January 1, 2009. Upon appointment by the court, counsel will receive by e-mail an Excel CJA-20. The Excel CJA-20 includes the in-court and out-of-court worksheets, as well as itemization worksheets for travel and other expenses.

IT IS FURTHER ORDERED that court-appointed counsel shall use the Excel CJA-20 worksheets to document all time and expenses. No other worksheets will be accepted in support of the CJA-20 voucher. Receipts for expenses required by the CJA must be scanned and provided to the court in PDF format at the same time the Excel CJA-20 is submitted.

IT IS FURTHER ORDERED that court-appointed counsel shall certify their voucher before submitting it to the court by completing the information required in Sections 19-22 of the CJA-20 Voucher, and inserting their signature affirming the correctness of the worksheets and voucher. Pursuant to General Order 187 which established the signature requirements for electronic filing, all papers submitted shall contain either a scanned image of any signature(s) therein, the use of a signature font,

or indicate the signature by inserting a "/s/ attorney name" in any place in the document where an original signature would be utilized in a conventional document

IT IS FURTHER ORDERED that all Excel CJA-20 vouchers and supporting documentation, are required to be submitted electronically by the CJA panel attorney via e-mail to: [CJA@id.uscourts.gov](mailto:CJA@id.uscourts.gov). All final vouchers shall be submitted within 45 days of the sentencing or dismissal of the defendant.

IT IS FURTHER ORDERED that any interim Excel CJA-20 voucher shall not be submitted to the court for payment if the combination of hours and expenses does not exceed \$2,000, unless it is a final payment.

IT IS FURTHER ORDERED that the Clerk of Court is authorized to reject any CJA voucher that does not comply with the automated Excel spreadsheet and electronic submission requirements addressed herein.

IT IS FURTHER ORDERED that the presiding judicial officer approving vouchers for payment may affix their electronic signature similar to other orders of disbursement issued by the court.

In addition to the above procedures, the Court hereby delegates approval authority to the Clerk of Court or Deputies as authorized below:

#### **DELEGATION OF AUTHORITY FOR PAYMENT APPROVAL**

Authority to approve vouchers submitted to the court for payment pursuant to 18 U.S.C. § 3006A(d)(5), including those submitted for investigator and interpreter services, is delegated to the district's Voucher Review Analysts, subject to the following restrictions:

##### CJA-20 Vouchers for Court-appointed Counsel:

- The total amount claimed must be equal to or less than \$2,000.00 (excluding expenses) for the appointment.
- Vouchers or appointment totals exceeding the case compensation maximums will be forwarded to the presiding judicial officer for approval, regardless of the amount of the individual voucher.

##### CJA-21 Vouchers for Expert Service Providers:

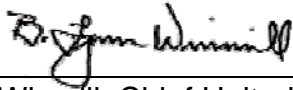
- The total amount claimed must be equal to or less than \$500.00 (excluding expenses) per type of service.

- The total amount claimed must be equal to or less than \$1,600 (excluding expenses) per service provider with prior judicial authorization. A copy of the judge's order authorizing the service must be attached.

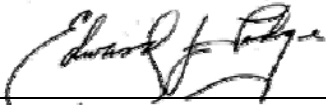
Additional provisions:

- The Voucher Reviewer, as the approving official, may not reduce or increase the amount payable for any reason other than to reflect a correction of a mathematical error.
- Any voucher submitted where the reviewer identifies a reasonableness issue, or where other questions arise, will be forwarded to the appropriate judicial officer for final review and approval.

Dated this \_\_\_\_\_ Day of December, 2008.



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B. Lynn Winmill, Chief United States District Judge



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Edward J. Lodge, United States District Judge