

**INSTRUCTIONS FOR COMPLETING CJA FORM 20 (CJA VOUCHER)**

Please read these instructions before completing the voucher.

**NOTE: All correspondence relating to CJA Vouchers should be directed to the Clerk's Office.**

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<b>WHAT TO SUBMIT</b>	<p>1. ORIGINAL CJA VOUCHER ISSUED BY ELEVENTH CIRCUIT COURT OF APPEALS. You may not submit a claim for appellate work on a CJA voucher issued by a district court. If you have misplaced the original voucher issued by this court, contact the appropriate deputy clerk in charge of your appeal or the CJA clerk in this office for a replacement.</p> <p>2. MEMORANDUM OF OUT-OF-COURT TIME. List the date of each service performed, the nature of services performed, and the time spent performing it. Memorandum of Time <u>MUST</u> be shown in the same sequence as that of the voucher.</p> <p>3. RECEIPTS, CANCELED CHECKS OR INVOICES. Must accompany claims for commercial copying, airfare, hotel, meals, computer assisted legal research and any single category of miscellaneous expenses exceeding \$50 (such as postage or telephone charges).</p> <p>4. ONE COPY OF EACH BRIEF AND PETITION FOR REHEARING FILED ON BEHALF OF YOUR CLIENT.</p> <p>5. ONE COPY OF PETITION FOR A WRIT OF CERTIORARI TO SUPREME COURT, if you are claiming the time and expense of preparation.</p>
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<b>WHEN TO SUBMIT</b>	<p>6. WITHIN 60 DAYS AFTER MANDATE ISSUES. All parties will be notified when the mandate issues. Under FRAP 41, mandate issues 7 days after the time to file a petition for rehearing expires, or 7 days after entry of an order denying a timely petition for panel rehearing, rehearing en banc, or motion for stay of mandate, whichever is later.</p>
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<b>WHICH TIME TO CLAIM</b>	<p>7. CLAIM ALL TIME SPENT REPRESENTING YOUR CLIENT FROM THE DATE OF THE ORDER APPOINTING YOU THROUGH AND INCLUDING THE PREPARATION OF A PETITION FOR A WRIT OF CERTIORARI. The date of the appointment is shown at voucher item #13, below the signature of the judge or deputy clerk. You may not claim <u>ANY</u> time prior to the date of appointment without specific court approval. <i>(If you believe that you have justification for requesting that your appointment be made retroactive to an earlier date, you may file a motion with the appointing court requesting such relief.)</i> You may not claim <u>ANY</u> district court time on this voucher.</p>
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<b>HOURLY RATES</b>	<p>8. IN-COURT TIME:*</p> <p>Services rendered on or after May 1, 2002 - \$90. Services rendered between April 1, 2001 and April 30, 2002 - \$75.</p> <p>9. OUT-OF-COURT TIME:*</p> <p>Services rendered on or after May 1, 2002 - \$90. Services rendered between April 1, 2001 and April 30, 2002 - \$55.</p> <p><b>*ALL TIME CLAIMED MUST BE REPORTED IN TENTHS OF AN HOUR.</b> Voucher <u>will be returned</u> for compliance with the requirement for reporting time in <i>TENTHS</i> of an hour.</p>
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<b>AGGREGATE LIMITS</b>	<p>10. DIRECT CRIMINAL AND HABEAS APPEALS - \$3,700. APPEAL FROM U.S. PAROLE COMMISSION (18 U.S.C. § 4106A) - \$3,900. OTHER REPRESENTATION - \$1,200. Claims which exceed these limits may be approved at the discretion of the Chief Judge in a complex or extended case where the excess payment is necessary to provide fair compensation.</p>

11. IN-HOUSE COPYING: ACTUAL COSTS UP TO 15 CENTS PER PAGE.  
Indicate number of pages and cost per page.
12. COMMERCIAL COPYING: ACTUAL COSTS UP TO 25 CENTS PER PAGE.\*  
The invoice should show the number of pages and cost per page. Commercial reproduction expenses are not reimbursable in excess of this limitation.
13. TRAVEL EXPENSE LIMITATIONS (LOCAL AND ORAL ARGUMENT).\* Rates listed are for specified time periods only. For previous rates, please contact the CJA Clerk.  
Automobile mileage: 36.0¢ per mile for travel beginning on or after January 1, 2003; 36.5¢ per mile for travel beginning on or after January 21, 2002.  
Airfare: **You MUST obtain an AIR TRAVEL AUTHORIZATION form from the CJA Clerk prior to making flight reservations.**  
Food & Lodging from October 1, 2002: Actual expenses (excluding lodging taxes) not to exceed:\*\*

**ALLOWABLE**

Atlanta: \$154 (Fulton County) or \$123 (Clayton County)	Jacksonville: \$119
Miami: \$144	Montgomery: \$99

**EXPENSES**

\*\*Lodging taxes must be claimed separately under "Other Expenses." On a day for which no lodging is required (e.g., day of departure from oral argument location) reimbursement is limited to \$38.

14. COMPUTER ASSISTED LEGAL RESEARCH.\*  
Submit a statement of the issues researched with an estimate of the number of attorney hours required to do the research manually.
15. OUT-OF-POCKET MISCELLANEOUS EXPENSES.\*  
Necessary phone calls, supplies, postage and parking are allowable.

\*SEE INSTRUCTION NO. 3.

**EXPENSES**

16. EXPRESS MAIL/COURIER/FAX CHARGES.  
Counsel are expected to timely file documents without using special services. Note: Briefs and record excerpts are considered filed upon first-class mailing [FRAP 25(a)].

**NOT**

17. OFFICE OVERHEAD.  
Routine operating expenses (e.g., secretarial time and general office supplies) are not allowable. Office supplies purchased for a specific appeal (e.g., blue brief covers) are allowable if identified as such and accompanied by receipts.

**ALLOWED**

18. OUT-OF-TOWN TRAVEL EXPENSES EXCEPT FOR ORAL ARGUMENT.  
Court-ordered authorization of such travel is a prerequisite to reimbursement.

**MULTIPLE DEFENDANTS**

19. IF YOU REPRESENTED MULTIPLE DEFENDANTS IN THE SAME APPEAL, USE SEPARATE VOUCHERS FOR EACH DEFENDANT AND PRO-RATE YOUR TIME.  
On supporting documentation list all voucher numbers and clearly delineate the time attributable to each defendant.

**COMMON**

20. COMMON OMISSIONS:  
SIGNATURE and DATE in Voucher Item #22.  
Failure to report time in tenths of an hour.

**ERRORS**

21. FAILURE TO ADD, MULTIPLY AND TRANSFER FIGURES CORRECTLY.

22. PLEASE ADDRESS ANY QUESTIONS, AND SEND COMPLETED VOUCHER, TO:  
CJA Clerk, U.S. Court of Appeals, 11th Circuit, 56 Forsyth Street, N.W.,  
Atlanta, GA, 30303. Phone (404) 335-6122.