

SHOW ME THE MONEY! – TOP 10 PAIN POINTS FOR ATTORNEYS AND COURT STAFF
TIPS, TRICKS AND BEST PRACTICES TO HELP ENSURE VOUCHER PAYMENT

Eastern District of North Carolina
Wrightsville Beach, NC
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Show Me the Money!

Top 10 Pain Points for Attorneys and Court Staff

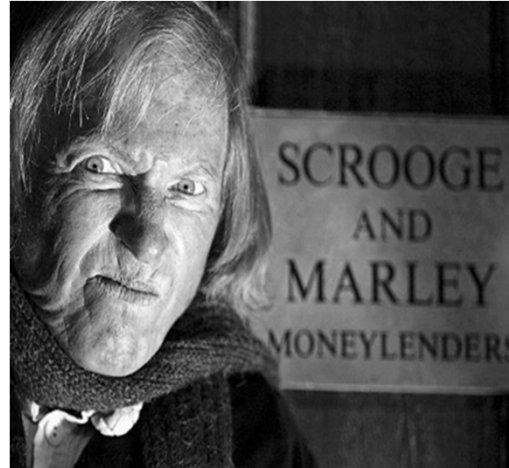
Plus

Tips, Tricks and Best Practices

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CASE BUDGETING ATTORNEY (“CBA”)

- LARRY DASH - Case Budgeting Attorney
- 4th CIRCUIT
- (804) 916-2177
- Larry_Dash@ca4.uscourts.gov



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PAIN POINT 1 Administrative Work

- Multiple .1 or .2 entries for NEFs, downloading files or “saving” every NEF generated in a case
- Internal office opening of your file
- Calls when you only leave a message, text messages to have client or witness call you
- Calls to arrange for meetings
- Excessive dictation to your file

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PAIN POINT 2

Time Descriptions

- Abbreviations, Vague Entries, all CAPS
- “Reviewed Discovery”
- “Research”
- Bundling of Time

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PAIN POINT 3

CJA 26s

- Required for all vouchers over the statutory maximum
- Required for final vouchers in budgeted cases
- Insufficient Justification (CJA 26s) – The higher the voucher value, the more justification you should give
- Provide details as to what was done and why it was necessary

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PAIN POINT 4

Late Vouchers

- Submit vouchers within 45 days after representation concludes
- Submit vouchers for your Service Providers before you submit your final voucher
- If case is budgeted, follow the Interim Voucher schedule

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PAIN POINT 5

Service Providers/Experts

- Know your local rules on requesting Service Providers/Experts
- Need ADVANCE approval for most Service Providers/Experts – Use Engagement Letters with them
- Use the AUTH function within eVoucher for your requests
- Bill for them on a CJA 21, not your attorney voucher
- Seek guidance on Reasonable Hourly Rates
- Provide W-9 or other billing info as requested by the court

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PAIN POINT 6

Psychologists

- Competency – DOJ Pays
- Sanity at Time of the Offense – DOJ Pays
- Mitigation – CJA Pays
- Reasonable Hourly Rate – \$250 - \$350/hour (Most are around \$250)
- Reduced rate for travel time – typically 50% of their rate

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PAIN POINT 7

Travel

- Advance approval for overnight travel/travel with airfare
- Expenses for yourself
- Provide itemized receipts (not just credit card receipts)
- Meals – actual, up to the GSA maximum (no flat per diem)
- Excessive travel time for a short meeting

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PAIN POINT 8 eVoucher Profiles

- Keep your profile updated
- If TIN changes, contact clerk's office for assistance

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PAIN POINT 9 Transcripts

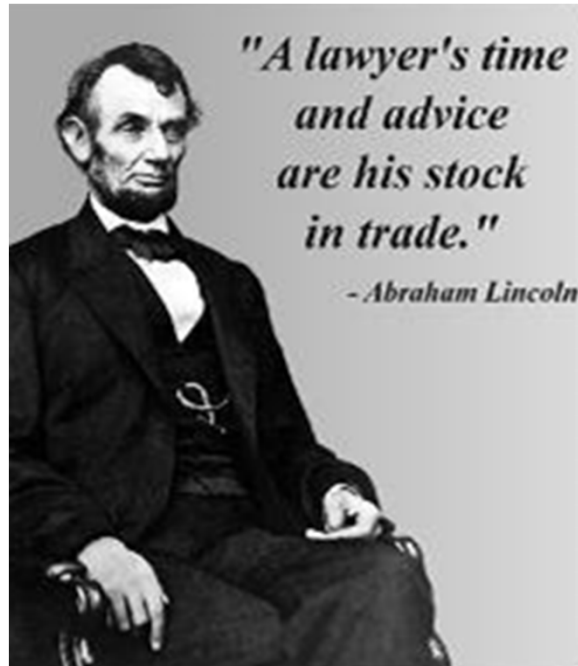
- One transcript request per case
- Include all hearings needed
- Provide justification for special requests like opening/closing, jury charge conference, etc.
- Share transcripts with co-counsel

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PAIN POINT 10

Insufficient Time Entries

13



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Requesting Authorization for a Service Provider

STEP 1

In the Appointments' List section of your Home page, click the case number link.

The screenshot shows the Home page with a navigation bar (Home, Operations, Reports, Links, Help, Sign out) and a breadcrumb trail (> Home). Below is the 'My Active Documents' section, which includes the 'Appointments' List. This list has two columns: 'Appointments' and 'Defendant'. The first row is highlighted, with the case number 'Case: 1:14-CR-08805-AA' in the 'Appointments' column and defendant information in the 'Defendant' column. The case number is highlighted with a red box.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14

STEP 2

In the Appointment section, click the AUTH **Create** link.

The screenshot shows the Appointment section with a navigation bar (Home, Operations, Reports, Links, Help, Sign out) and a breadcrumb trail (> Home). Below is the 'Appointment' section, which includes a summary of the appointment and links to create new vouchers. The 'AUTH Create' link is highlighted with a red box.

Appointment
 In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH
 Authorization for Expert and Other Services
[Create](#)

AUTH-24
 Authorization for payment of transcript
[Create](#)

BUDGETAUTH
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case
[Create](#)

Appointment Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON RI Jebediah Br
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/ 1:14-CR-08
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT Felony (incl of alleged fe
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALT	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

STEP 3

Next, click **Create New Authorization**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information. Then, click the **Service Type** drop-down arrow and select the applicable service type.

The screenshot shows a web form for creating a new authorization. The form has a light blue header and a white body. The fields are arranged in a two-column layout. The first column contains: Order Date (text box), Nunc Pro Tunc Date (text box), Repayment (checkbox), Estimated Amount (\$) (text box with a red asterisk), Authorized Amount (\$) (text box), Basis of Estimate (text box), Description (text box with up/down arrows), Service Type (drop-down menu with a red asterisk), and Requested Provider (text box). The second column contains: (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), and (empty text box). At the bottom of the form are five buttons: « First, < Previous, Next >, Last », Save, and Delete Draft.

NOTE: To attach multiple supporting documents click on the **Documents** tab. You can include a description for each document as you load it.

STEP 4

Click **Submit**.

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**

NOTE: You may add notes to your submission on the **Confirmation** tab. Select the **I swear and affirm...** check box. The date automatically updates to the current date. Then click **Submit**.

Requesting Authorization for a Service Provider

STEP 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

STEP 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization that should be increased.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Please Select the Authorization to request additional funds for:**ID Number: 186**

Order Date: 03/03/2014

Authorized Amount: \$100.00

Grand Total Amount: \$0.00

Service Type: Interpreter/Translator

Estimated Amount: \$5,000,000.00

Notes:

Request for Additional Funds on existing Authorization

Order Date



Nunc Pro Tunc Date



Repayment

☐

Estimated Amount

\$

*

STEP 3

Then create the authorization as described in the above directions.

Click the existing authorization hyperlink to view the original authorization in a separate tab.

You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.

Request for Additional Funds on existing Authorization**186**

Order Date



Nunc Pro Tunc Date



Repayment

☐

Estimated Amount

\$

*

NOTE: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

UNITED STATES DISTRICT COURT
***EX PARTE* REQUEST FORM SEEKING ADVANCE AUTHORIZATION**
FOR INVESTIGATIVE, EXPERT, OR OTHER SERVICES

Name of Attorney:

Case Name:

Case No.:

Name of Service Provider:

Hourly Rate Requested:

Number of Hours Requested:

Total Amount Requested:

Justification for Requesting Service:

Provider's Relevant Experience and Qualifications (attach a CV if appropriate):

Fee Arrangement, if Applicable:

Brief Explanation of Services and Expenses to Be Included:

Whether You Anticipate Requesting Additional Services/Funding from/for This Provider (if so, please provide details):

Attorney's Electronic Signature:

Date:

Sample Engagement Letter: Contents of Financial Arrangements

Case name: _____

Case number: _____

The engagement of your services for this case is subject to the following:

- (1) You will be compensated at a rate of \$ _____ per hour [or specify other fee arrangement], and [\$ _____ per hour for long-distance travel-related time that will be explained in correspondence to you]. The maximum payment amount authorized by the court as of this date for your services in \$ _____, which includes any expenses incurred by you.
- (2) You will submit your voucher(s) (CJA Form 21 in a non-capital representation and CJA Form 31 in a capital representation) to me, and it is my responsibility as counsel to certify to the court that the services were rendered. Payment for your services is subject to approval by the presiding judge and, in certain circumstances, the chief judge of the court of appeals. Approved payments are made by the Department of the Treasury out of the federal judiciary's Defender Services account, not by me or my law firm.
- (3) The presiding judge (and the circuit chief judge, if applicable) has discretion to reduce a voucher. Specific reasons include: (a) a mathematical error; (b) non-compliance with the Guidelines for Administering the CJA and Related Statutes (CJA Guidelines), *Guide to Judiciary Policy*, Volume 7, Part A, or court policies; and (c) a determination that the services claimed are reasonable either in terms of the work performed or the amount of time and expenses submitted. Accordingly, this Engagement Letter is not a guarantee of payment for all services rendered or expenses incurred.
- (4) **Do not perform services or incur expenses that would result in an invoice in excess of the maximum payment amount authorized by the court** (as set forth in paragraph (1)). Doing so creates a risk that the court will not authorize the payment for the work done or expenses incurred in excess of the maximum authorized amount, even if the services performed or expenses incurred are necessary. You must advise me **before** you exceed the court's maximum authorized payment amount, and if I determine such additional work and/or expenses are necessary for the representation, I will seek approval from the court for a new maximum authorization level, before such work is performed or expenses incurred.
- (5) Travel expenses will be reimbursed on the basis of actual expenses incurred. Please consult with me regarding the maximum reimbursement amounts for travel expenses. Airline travel must be authorized by the court by my application. If airline travel is authorized, I will provide guidance to you regarding the purchase of a ticket.

- (6) Record Keeping – Consistent with Guidelines § 320.90, you are required to maintain contemporaneous time and attendance records for all work/services billed, including work performed by associates, partners, and support staff, as well as expense records. These records should be submitted with your CJA voucher for payment and must be retained for three years after approval of the appointed counsel's or the service provider's final voucher, whichever is later.
- (7) Unless otherwise authorized by the court, a voucher for services performed and expenses incurred for the representation will be submitted at the conclusion of your services. While the court attempts to process invoices as quickly as possible, there may be delays in payment due to workload and other factors.
- (8) Scope of Work – You are authorized to do the following work:

Accepted by: _____

Date: _____

Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your Closed Vouchers panel. If desired, click the voucher number link to view the voucher.

STEP 1

Select Your Appointment

To create a CJA-21 voucher and link it to the authorization, in the Appointments' List section, click the defendant case number link.

Appointments' List	
Appointments	Defendant
Case: 1:13-CR-00842-J Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney	Defendant: Paul William Clark Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 08/03/13 Pres. Judge: Ignacio Iglesias Adm./Mag Judge:
Case: 1:16-CR-00642-AA Defendant #: 1 Case Title: USA v Wyatt Attorney: David Attorney	Defendant: Daria Wyatt Representation Type: Expert Only Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

STEP 2

Create the CJA-21 Voucher

In the Appointment section, click the CJA-21 **Create** link.

SDSO Training - Release 0.0.0.0

Home Operations Reports Links Help Sign out

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-24 Authorization and Voucher for	Create

Appointment Info

1. CIR.DIST.DIV.CODE 0101	2. PERSON REPRESENT Jebediah Branson
3. MAG. DKT/DEF NUMBER 1:14-CR-00805-1-AA	4. DIST. DKT DEF NUMB 1:14-CR-00805-1-AA
5. IN CASE/MATTER OF(Case Name) USA v. Branson	6. PAYMENT CATEGORY Felony (including pre of alleged felony)
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@saotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File

To group by a particular Header, drag the column to this

Case	Defendant
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA-	Jebediah Branson (# 1)

STEP 3**Authorization Selection**

On the Basic Info screen, in the Authorization Selection section, there are two options: **No Authorization Required** or **Use Existing Authorization**. Click **Use Existing Authorization**.

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. #
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. # Ad
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES		
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	M#

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of :

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

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

Note

The system searches for and displays any existing requests for authorization.

STEP 4**Select Authorization**

The application automatically displays existing requests for authorizations. You must select the appropriate authorization from the list before you can enter the new voucher information; when an authorization is selected, the cell turns light blue.

Authorization Selection
You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

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

Please Select the Associated Authorization

ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 200 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 08/23/2017 Authorized Amount: \$800.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:
ID Number: 297 Order Date: 08/23/2018 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,000.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:

New Voucher Information

Service Type: Chemist/Toxicologist *

STEP 5**Enter the New Voucher Information**

You can search for an existing expert or enter the information for another provider.

New Voucher Information

Service Type: Chemist/Toxicologist *

Description:

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert: Astley, Rick

Expert Details:

Expert, Betty
Expert, LeVar
Expert, Longoria
Expert, Misses
Phone: 214-555-3434

Voucher Assignment: ☐ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert:

First Name: Middle Name: Last Name:

Email:

Phone: Fax:

Address 1: City:

Address 2: State (U.S. Only): UNITED STATES Zip:

Address 3: Country: UNITED STATES

Voucher Assignment: ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button

Please Select the Associated Authorization

ID Number: 224	Service Type: Chemist/Toxicologist
Order Date: 03/03/2014	Estimated Amount: \$500.00
Authorized Amount: \$500.00	Notes:
Grand Total Amount: \$800.00	

New Voucher Information

STEP 6**Select the Voucher Assignment**

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons becomes active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type Chemist/Toxicologist *

Description

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert Astley, Rick

Expert Info
Details
Rick Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

Voucher Assignment * ☐ Attorney ☒ Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

STEP 7**Create the Voucher**

Once you have made your selection, click **Create Voucher**.

Details

110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

Voucher Assignment * ☐ Attorney ☒ Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

If you indicated that the voucher is to be completed by the expert, you will receive a message stating that the voucher has been created and is on the expert's home page. If you indicated that the voucher is to be completed by the attorney, the voucher will open. Fill out the voucher accordingly.

SDSO Training - Release 6.3.0.0

Home Operations Reports Links Help Sign out

 **Success**
The document has been created

Back to:
[Home Page](#)
[Appointment Page](#)

NOTE: All CJA-21 vouchers, whether created and submitted by you or by the expert, are then returned to the **My Service Providers' Voucher** folder on your home page. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing