

CJA TIPS AND HINTS

COMMON REASONS FOR EXPERT VOUCHER RETURNS

TO MINIMIZE EXPERT VOUCHER RETURNS:

1

EXPERT FEES EXCEEDING \$900 REQUIRE JUDICIAL APPROVAL. Submit an authorization request for expert services (AUTH) before submitting a CJA-21 voucher. Submit an AUTH for each expert type and get judicial approval if total fees for all experts exceed \$900, exclusive of expenses.

2

TO EXCEED THE \$900 CAP, ATTACH A MEMO TO BOTH THE AUTH AND THE CJA-21 VOUCHER. The memos attached to the AUTH and to the CJA-21 should be identical.

3

ATTACH A DETAILED INVOICE TO THE CJA-21 VOUCHER. Ensure that the amounts and dates on the invoice match what is entered on the voucher.

4

EXPLAIN INCONSISTENCIES. If adjusting a voucher to stay below the cap, explain why the entries do not match the invoice.

5

DON'T FORGET TO INCLUDE AN INTERPRETER'S TRAVEL TIME. An interpreter can include travel time as "work" time when calculating whether to charge a half-day or full-day rate.

6

RATES CHANGE FREQUENTLY.

See <https://www.flmd.uscourts.gov/rates-and-compensation-maximums> for the most recent CJA interpreter rates.

7

DO NOT SPLIT A SINGLE DAY'S MILEAGE BETWEEN TWO OR MORE VOUCHERS. If an expert has two or more assignments on the same day, the expert must claim all mileage on only one voucher.

8

USE THE CORRECT PAYMENT TYPE. Use "final" as the payment type for the first voucher. Use "Supplemental" as the payment type for subsequent vouchers. "Interim" payments must be pre-approved and are generally used only in death penalty cases.

9

ENTER PRECISE START AND END DATES FOR SERVICE. Start and end dates (on the Claim Status tab) should coincide with dates of service. If the dates of service are too broad, it might be impossible to tell whether two vouchers with the same broad date range are duplicates. *Interpreters: Enter start and end times so that CJA staff can ensure you are being paid at the proper rate (half day or full day).*

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Email your questions to flmd_CJA@flmd.uscourts.gov.