



Top 10 eVoucher Mistakes and How to Avoid Them

Non-Compensable administrative tasks

- Filing or lodging electronic documents in CM/ECF (*uploading*).
- Viewing, accessing, downloading, opening, renaming, saving, printing, or forwarding electronic files (including notices of electronic filing in CM/ECF), versus reviewing a document's substantive content (which is compensable).
- Waiting for files to download, copy, transfer, OCR, or convert.
- Creating a CJA-20/21/30/31 for payment to an attorney or service provider.

Duplicate entries – same day, same time, same type of service

If the entry is not a duplicate, please mention it in the description.

Hearing dates and times

- The dates and times of the hearing must be consistent with the CM/ECF minute entry record.
- When entering time for viewing a docketed document indicate the ECF number in the box at the top of the CJA-20 eVoucher.

Discovery review and legal research

Discovery review and legal research over 1 hour must indicate in the description Bates ranges or the total number of pages reviewed AND a short description of the material reviewed, e.g., transcripts, investigative reports, medical records, audio or video recordings, etc.

Travel time and expenses

- Travel *time* must be split correctly between defendants and cases.
- Travel *expenses* must be billed to a single case. Attorney *time* is allocated between the multiple cases, but travel *expenses* should be billed to a single representation. Indicate the other case(s) involved in the time entry.
- Attorneys are entitled to claim mileage for most of the travel related to their case.
- Travel entries must include starting and ending destinations, as well as the type of travel (round-trip or one-way).

Missing receipts

Non-travel expenses more than \$50 must be accompanied by a receipt. All travel expenses must be accompanied by a receipt.

Authorizations (AUTHs) for service providers

- All AUTHs must be accompanied by an AUTH Supporting Memorandum.
- If a request for additional funding is necessary, it must be linked to the original AUTH.

Billing categories

- In-court wait time for the case to be called should have its own entry and entered under *Category 16e: Investigative and Other Work*.
- All email correspondence and client communications must be entered under *Category 16a: Interviews and Conferences*.

CJA-26 Forms

Attorneys are encouraged to attach a draft of the CJA-20 eVoucher if available.

AUTH-24 Forms

Attorneys are encouraged by Court Reporters to add ECF Nos., date, and name of the hearing.

TIMELINESS

In accordance with **§230.13(a), *Guide to Judiciary Policy, Vol 7 Defender Services, Part A Guidelines for Administering the CJA and Related Statutes, Chapter 2: Appointment and Payment of Counsel***: Vouchers should be submitted no later than 45 days after the representation concludes, unless good cause is shown. The clerks or CJA supervisory attorneys of the concerned courts should ensure that panel attorneys comply with the prescribed limits. Every effort should be made to have counsel submit the claim as soon as possible upon completion of services rendered. While extremely late submissions may impact the ability to adequately substantiate claims, voucher reductions based solely on submissions outside of the 45-day time limit are not authorized.