

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

In the Matter of:) GENERAL ORDER NO. 08-04
)
CJA INTERIM AND FINAL)
VOUCHER SUBMISSIONS)
_____)

WHEREAS, pursuant to the Criminal Justice Act (“CJA”), the Court is intent on continuing to provide qualified counsel to represent indigent criminal defendants who cannot afford to retain their own counsel; and

WHEREAS, the longstanding budgetary pressures facing the judiciary have intensified the need to assure that all available CJA funds are administered prudently;

IT IS HEREBY ORDERED that:

A. SUBMISSION OF VOUCHERS IN STATUTORY MAXIMUM COMPENSATION AND CAPITAL CASES

The following procedures shall apply to the submission of monthly interim vouchers on those cases in which the “Statutory CJA Case Compensation Maximum” has been met or exceeded and on capital cases. The “Statutory CJA

Case Compensation Maximum” is a monetary figure used to identify those relatively “large” cases requiring Ninth Circuit approval for payments to CJA attorneys. The figure is established and updated from time to time in the Guidelines for the Administration of the Criminal Justice Act (“Guidelines”). The CJA Supervising Attorney shall have the power and the duty to notify CJA appointed counsel that a case on which they have been appointed is subject to this provision.

1. CJA appointed counsel shall submit interim vouchers on a monthly basis not later than the fifteenth (15th) day of each month for services rendered in the preceding month. This requirement shall not apply, however, if the amount sought would not exceed \$500.00 for that month.

2. (a) No payment shall be approved on a voucher submitted for services rendered in a period or periods prior to the preceding three months, unless the CJA attorney establishes good cause for the delayed submission of the voucher. Good cause may not be established merely by demonstrating that the attorney was preoccupied with pressing professional demands and requirements.

(b) The foregoing subparagraph does not apply to any voucher submitted four or more months after the applicable services if the amount for such voucher is \$500.00 or less.

3. For completed cases and cases on which the services of the CJA attorney have been concluded for any reason, the CJA Attorney shall submit a final voucher seeking compensation not later than forty-five (45) days after the attorney ceased representation. Unless the final voucher is submitted within that period, payment will not be approved unless the attorney establishes good cause for the delayed submission. Good cause may not be established merely by demonstrating that the attorney was preoccupied with pressing professional demands and requirements.

4. If, after determining that good cause has been established, the CJA Supervising Attorney for the Indigent Defense Panel authorizes the payment of a voucher falling within paragraphs two or three herein above, the CJA Supervising Attorney shall provide written notice to the Chair of the CJA Committee, with a description of what constituted “good cause.”

5. The foregoing provisions apply only to services rendered on or after April 1, 2008.

B. SUBMISSION OF VOUCHERS IN OTHER CASES

1. On non-capital cases and cases not subject to the “Statutory CJA Case Compensation Maximum,” CJA counsel nevertheless may (but are not required to) submit monthly interim vouchers, so long as the total amount of compensation and

reimbursable expenses sought by any given voucher is greater than \$500.00 for that month.

2. For completed cases and cases on which the services of the CJA attorney have been concluded for any reason, the CJA Attorney shall submit a final voucher seeking compensation not later than forty-five (45) days after the attorney ceased representation. Unless the final voucher is submitted within that period, payment will not be approved unless the attorney establishes good cause for the delay in submission. Good cause may not be established merely by demonstrating that the attorney was preoccupied with pressing professional demands and requirements.

3. If, after determining that good cause has been established, the CJA Supervising Attorney for the Indigent Defense Panel authorizes the payment of a voucher falling within paragraphs two herein above, the CJA Supervising Attorney shall provide written notice to the Chair of the CJA Committee, with a description of what constituted “good cause.”

4. The foregoing provisions apply only to services rendered on or after April 1, 2008.

C. SUBMISSION OF VOUCHERS BY NON-ATTORNEY CJA SERVICE PROVIDERS

The following procedures apply to individuals or firms, other than attorneys, who have been authorized to perform services on behalf of an indigent defendant.

1. CJA service providers may, but are not required to, submit monthly interim vouchers on any case so long as the total compensation sought for any given month is \$500.00 or more.

2. For completed cases and cases on which the services of the CJA service provider have been concluded for any reason, the CJA service provider shall submit a final voucher seeking compensation not later than forty-five (45) days after the services have been provided. Unless the final voucher is submitted within that period, payment will not be approved unless the service provider establishes good cause for the delay in submission. Good cause may not be established merely by demonstrating that the service provider was preoccupied with pressing professional demands and requirements.

3. If, after determining that good cause has been established, the CJA Supervising Attorney for the Indigent Defense Panel authorizes the payment of a voucher falling within paragraph two herein above, the CJA Supervising Attorney shall provide written notice to the Chair of the CJA Committee, with a description

of what constituted “good cause.”

4. The foregoing provisions apply only to services rendered on or after April 1, 2008.

D. SUMMARY TRANSMITTAL SHEETS

1. If CJA appointed counsel submit monthly interim vouchers for two or more different cases in any given month, the attorney shall transmit those vouchers with a cover sheet or letter containing the following information:

- a. An identification of each case, including the case title and docket number;
- b. The total number of hours billed and the corresponding dollar amount claimed during the billing period for each case;
- c. The total number of hours billed and the corresponding dollar amount claimed during each billing period for *all* the cases subject to that billing.

Failure to include this information on the document transmitting the various vouchers will result in the vouchers being returned unpaid.

2. This provision applies only to services rendered on or after April 1, 2008.

3. A sample transmittal letter is attached hereto.

E. BUDGETING

The CJA Supervising Attorney hereby is granted the authority to initiate and approve case budgeting under Section 2.22.B(4) of the Guidelines.

Dated: March 24, 2008

SAMPLE TRANSMITTAL LETTER

Law Offices of John Smith

May 12, 2008

CJA Supervising Attorney
United States Court House
312 North Spring Street
Room 810
Los Angeles, California 90012

Dear Sir:

I enclose herewith separate vouchers for the services I rendered on the cases listed on the attached chart. The total amount for which I seek payment is \$9,000.00 and represents 80 hours of work.

Thank you.

Very truly yours,

John Smith

General Order No. 08-04

	CASE	CURRENT BILLING PERIOD	HOURS THIS BILLING PERIOD	FEES THIS BILLING PERIOD	COSTS THIS BILLING PERIOD	AMOUNT THIS BILLING PERIOD	TOTAL HOURS*	TOTAL AMOUNT BILLED*
1.	U.S.A. v. Brown CR 07-100-ABC	2/5/08 - 4/30/08	35	3,500.00	500.00	4,000.00	35	4,000.00
2.	U.S.A. v. Redd CR 07-200-EFG	4/1/08 - 4/30/08	27	2,700.00	300.00	3,000.00	48	5,300.63
3.	U.S.A. v. White CR 06-300-XYZ	4/1/08 - 4/30/08	18	1,800.00	200.00	2,000.00	120	14,423.25

*Totals apply to all services rendered on or after April 1, 2008.

