

## 10<sup>th</sup> Circuit Court of Appeals CJA Voucher Instructions Summary 3/14

### CJA20 (non-capital ) and CJA30 (capital) Appeals: MSEXcel Method .xls billing file + .pdf of non-capital excess-fee explanation, receipts & cert petition/reply

Download and save the *appellate* calculating MSEXcel CJA billing form, and instructions, from <http://www.ca10.uscourts.gov/cja/downloads>

Fully complete all worksheets including Boxes 8, 9, 10, & 21 of the non-capital CJA20 voucher (or Boxes 8, 9, 14, & 20 of the capital CJA30 voucher).

IF CJA20 (non-capital) fees exceed the statutory maximum, prepare an excess-fee memo/letter OR fully complete the CJA27 form included in the MSEXcel CJA20 billing workbook.

Fully complete Box 22 (CJA20) or Box 21 (CJA30) on the voucher by checking all appropriate boxes.

Submit the billing workbook in MSEXcel (2003, 2007 or 2010). **DO NOT LOCK OR SCAN TO PDF.**

Print out the CJA20 or CJA30 voucher. Appointed counsel must sign and date the voucher.

Begin composing a new email to this e-dress: [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov)

On *the email subject line*, insert the *appellate* (NOT district court) case number and caption.

In the body of the email, explain any issues (e.g., delay, failure to obtain prior approval to exceed \$800 in Westlaw/Lexis charges, waiver of compensation over-the-cap, etc.) and state you will send a hard original of the signed CJA20 or 30 voucher by mail (and a revised CJA5 if necessary, see below).

#### **Attach to the email the following:**

1. A fully completed MSEXcel billing workbook *in Excel, not .pdf!*
2. PDF copies of all required *itemized* (not just credit card) receipts (over \$50 single-item/category expenditures, commercial copying, Westlaw/Lexis & all travel).
3. A PDF copy of any cert petition and reply, without attachments.
4. A PDF version of any *separate* excess-fee memo/letter you created in lieu of or addition to the non-capital case CJA27 in the MS Excel CJA20 billing workbook.

Send the e-mail with all attachments to [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov)

**IF** the information on the CJA5/Attorney Data Form you previously provided to the court has changed (your address or where the tax consequences of the CJA payment should be assigned), download a new CJA5 from <http://www.ca10.uscourts.gov/cja/downloads>. Complete it. Fax it to 303.844.3733 or mail it in with the paper original voucher(s).

Then, by regular mail, send **ONLY** any *revised* CJA 5 plus one piece of paper -- the original, fully complete, signed & dated, CJA20 or CJA30 voucher, with counsel's pen-and-in signature to:  
**Tenth Circuit Court of Appeals, Attn: CJA, 1823 Stout St., Denver, CO 80257**

**Questions? E-mail: [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov) or call:  
CJA Supervising Attorney: 303.335.2846 or CJA Case Analyst: 303.844.5306**