

# United States Court of Appeals - Tenth Circuit

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## CRIMINAL JUSTICE ACT (CJA) CLAIMS FOR HOURLY COMPENSATION AND EXPENSE REIMBURSEMENT

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### ADVICE TO CJA COUNSEL REGARDING DEATH PENALTY AND CAPITAL HABEAS MATTERS 18 U.S.C. § 3599, 18 U.S.C. § 3005

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#### **I. General Statutory Provisions and Procedures**

As a general matter, counsel appointed under the Criminal Justice Act may be compensated for time “reasonably expended” and expenses “reasonably incurred.” 18 U.S.C. § 3006A(d)(1). In capital cases, the statutory authority for appointment derives from 18 U.S.C. § 3599. Current hourly compensation rates for work in both direct capital appeals and post-conviction capital cases may found at <http://www.ca10.uscourts.gov/clerk/showcja.php>.

Upon receipt of an appeal involving imposition of a death sentence, the court will issue an ex parte case management order setting a date and time to discuss issues related to appointment and payment of counsel, additional requests for certificate of appealability, briefing deadlines and word limits. The case management order will direct counsel to submit a proposed litigation budget for both time and expenses. Counsel should carefully review the capital case budgeting information found at <http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx>, *Guidelines for Administering the CJA and Related Statutes (Guidelines)*, § 640. **The proposed budget must be submitted at least 14 days before the conference.** Please use the proposed budget form found at the court’s website at <http://www.ca10.uscourts.gov/clerk/showcja.php>. Following the conference, the Chief Judge or his designee will review, modify where necessary, and approve the proposed budget.

Counsel is encouraged to visit the CJA page on the court’s website for other general information, and to review the court’s CJA Plan found as Addendum I to the Local Rules.

#### **II. When to File**

Counsel may request interim payments at logical intervals in the appeal (e.g., after filing the opening brief and/or the reply brief and after oral argument). *Counsel should note, however, that the court will retain 25% of all approved interim*

*compensation (but not approved expenses) subject to release after final disposition of the appeal.* After any petition for writ of certiorari is filed, counsel should request the retainage on a final CJA 30 voucher by inserting the total retained from all interim compensation on the “Other Expenses” worksheet. This information will then appear in Block No. 17 (Other Expenses) of the final CJA 30 voucher form. Counsel is also encouraged to support the final fee petition with a written explanation describing how the total time spent on this appeal meets the “reasonably necessary” test. The panel rendering the decision will consider the final voucher and release of retained amounts.

### **III. How to File a CJA 30 Voucher**

- A. Submission as E-Mail Attachment.** Effective July 1, 2009 all appellate voucher requests must be submitted to the 10th Circuit in one of the formats provided on the court’s website and available to counsel at <http://www.ca10.uscourts.gov/clerk/showcja.php> or by contacting the court’s CJA staff. Because rates change, counsel should always download and use the most recent forms. Failure to provide sufficient detail on these forms to permit meaningful review of a claim may result in delay or denial of approval of the claim.
- B. Submission Format.** Voucher worksheets and forms must be submitted in the original format (either MSeXcel or WordPerfect). All supporting materials (e.g., receipts, explanatory memoranda, petitions for certiorari) must be submitted as Adobe .pdf files.
- C. Send as E-Mail Attachments to CJA\_Vouchers@ca10.uscourts.gov.** Completed voucher worksheets, forms and all supporting materials must be submitted as e-mail attachments to [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov).
- D. Follow with Hard Original of Signed CJA 30 by Mail.** After answering all questions in Claim Status Box 21 of the CJA 30, counsel must mail a signed original of the CJA 30 form created using the court’s formats to Tenth Circuit Court of Appeals, Attn: CJA, 1823 Stout Street, Denver, CO 80257. The court cannot process a voucher request without this original.
- E. Complete and send a revised CJA 5/Attorney Data Form, if needed.** See page 9 below for more information.

### **IV. Claims for Hourly Compensation - General Rules**

Descriptions of time spent must be tracked in tenths of hours and must be sufficiently descriptive to allow the court to apply the “reasonably necessary” standard. Time not properly documented may be disallowed.

- A. Appointed Attorneys.** If in separate firms, each appointed attorney must submit a complete voucher packet as described above. The court prefers

that interim and final requests for payment be filed by both attorneys simultaneously.

- B. Partners and Associates in Same Firm.** With prior court authorization and provided that the employment of such additional counsel (at a reduced hourly rate) diminishes the total cost of representation or is required to meet time limits, compensation may be claimed for services provided by a partner or associate in the appointed counsel's law firm. *Guidelines*, § 620.10.10(c). The tasks to be completed by such personnel should be described in the proposed litigation budget. However, extra tasks or other work inefficiencies resulting from such division of labor (e.g., attorney conferencing) are not compensable. Compensation worksheets must separately identify the provider of each service.
- C. Withdrawal of Counsel.** An attorney appointed to represent a defendant in the lower court may continue representation on appeal. After ordering the transcript(s), and filing the docketing statement and designation of record for the appeal, an attorney who does not desire to continue representation must file a motion to withdraw with the clerk of this court in accordance with 10th Cir. R. 46.4. Failure to comply with this rule will result in denial of the motion.
- D. Time Spent on District Court Matters or Matters Unrelated to Appeal.** Time spent on district court matters, or other matters unrelated to appellate representation, even if incidental to arrest, incarceration, or on remand, is not compensable on an appellate voucher. Compensation for preparation and submission of preliminary appellate pleadings (e.g., notice of appeal, designation of record, transcript order form) may be claimed on the appellate voucher, but not if compensated on the district court voucher.
- E. Travel Time.** Only reasonable and necessary travel time is compensable. Ordinarily, professional time spent traveling to the court to file a pleading is not compensable. If travel involves time spent on more than one case, then travel time must be prorated by the number of cases to which the travel relates. Time spent driving long distances ordinarily traversed by air is not reasonable, unless required by special circumstances. Absent an emergency or other unusual circumstance, compensation for driving time when flying would be quicker is limited to the time that would have been spent had counsel traveled by air. If a trip requires overnight lodging, compensable travel time includes time traveling from the counsel's office or home to the place of accommodation, as well as travel time returning directly to the counsel's office or home.
- F. Petition for Writ of Certiorari.** Counsel's time and expenses involved in the preparation of a petition for a writ of certiorari, or responding to a

petition for writ of certiorari filed by the government, are considered as applicable to the case before the United States Court of Appeals, and should be included in the proposed budget for services performed before this court.

- G. Voucher Preparation.** Time spent preparing the voucher is not compensable.

## **V. Expenses Generally**

Reimbursement is limited to reasonable actual expenditures. To determine whether travel expenses are reasonable, counsel should be guided by limitations on travel expenses applicable to federal judiciary employees found at the GSA website, <http://www.gsa.gov>.

Expenses incurred must be properly documented on the forms provided by the court and available to counsel at <http://www.ca10.uscourts.gov/clerk/showcja.php> or by contacting the court. With certain exceptions (e.g., lodging, meals, computer-assisted legal research (CALR), commercial copying), counsel need only provide itemized receipts for single-event expenditures exceeding \$50.00. Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. See Sections VI and VII below for further instructions and information. Expenses not properly documented may be disallowed.

## **VI. Travel Expenses - General Rules**

- A. Itemization/Proration.** Claims for travel expenses must be itemized by date and charge and reported on the travel expense portion of the forms provided by the court. If travel involves time spent on more than one case, then expenses must be prorated by the number of cases to which the travel relates.
- B. Supporting Documentation for General Travel Expenses.** With certain exceptions (e.g., lodging, meals), counsel need only provide itemized receipts to support single-event travel expenses that exceed \$50.00 (e.g., cab fare from DIA to downtown Denver). Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. Expenses not properly documented may be disallowed.
- C. Supporting Documentation for Lodging.** Receipts for lodging must be sufficiently itemized to establish that reimbursement is not being sought for safe deposit boxes, hotel safes, in-room movies, or other expenses that are not reimbursable under the Criminal Justice Act. For this reason,

itemized hotel bills must be submitted. Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. Expenses not properly documented may be disallowed.

- D. Supporting Documentation for Meals.** Receipts for meals must be sufficiently itemized to establish that reimbursement is not being sought for alcoholic beverages, charges for persons other than appointed counsel or other expenses that are not reimbursable under the Criminal Justice Act. Hotel restaurant, in-room beverages and room-service meals must also be supported by an itemized receipt. Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. Expenses not properly documented may be disallowed.
- E. Travel Reservations.** Air travel, lodging and rental car arrangements should be made at government rates through either Omega World Travel or Travel Company of Montana, Inc. (Travco). Contact Omega at 1-866-450-0401, Monday through Friday from 7:00 a.m. to 9:00 p.m., Eastern Standard Time, or Travco at 1-877-890-5474, Monday through Friday from 8:30 a.m. to 8:00 p.m., Eastern Standard Time. Counsel must provide a credit card number to make reservations. Lodging and rental car charges must be paid directly by counsel, and reimbursement requested on an interim or final voucher request. However, airfare will be paid directly by the government. All reservations needed (airline, hotel, rental car) should be made at the same time. There is a charge for itinerary changes and all itinerary changes *must* be made through the same company. Reimbursement for travel not made through Omega or Travco is limited to the government rates.
- F. Travel by Private Automobile.** Mileage is reimbursable at the rate prescribed for federal judiciary employees conducting official business. See rate sheet found at <http://www.ca10.uscourts.gov/clerk/showcja.php>. Claims must be supported by a statement showing the date, distance, origin and destination of travel. Absent an emergency or other unusual circumstance, if travel is by automobile, reimbursement of mileage expense will not exceed the airfare charge had Omega or Travco made counsel's travel arrangements. Counsel should contact Omega or Travco *before* driving to determine then-current government airfare rates.
- G. Hotel Telephone and Internet.** Hotel telephone charges will be reimbursed up to \$5.00 per day. Hotel internet charges will be reimbursed up to \$10.00 per day. If any additional charges are sought, counsel must submit a brief statement of how such charge is incidental to representational duties.

- H. Non-Reimbursable Travel Expenses.** Personal items (e.g., alcoholic beverages, in-room movies) are not reimbursable. Charges that exceed then-current government rates are not reimbursable.

**VII. Reimbursement of Other Expenses - General Rules**

- A. Itemization.** Claims for other expenses incurred must be itemized by date and charge and reported on the “other expense” worksheet of the forms provided by the court.
- B. Supporting Documentation for Other Expenses.** With certain exceptions (e.g., commercial copying, computer-assisted legal research (CALR)), counsel need only provide itemized receipts or copy logs to support single-event other expense charges exceeding \$50.00 (e.g., in-house copying of final opening brief and all attachments). Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. Expenses not properly documented may be disallowed.
- C. Copying and Binding.** Reimbursement for in-house copying is limited to actual per-page cost not to exceed 20¢ per page. If a higher rate is sought, counsel must submit a statement justifying this rate. In-house copy logs or other information identifying what was copied, how many copies were made and the rate must be submitted for single-event in-house copy charges exceeding \$50.00 (e.g., in-house copying of final opening brief and all attachments). Expenses not properly documented may be disallowed.

All claims for commercial copying and binding services must be supported by an itemized invoice. Credit card slips and credit card statements lack sufficient detail to permit approval of expenses as reasonable and reimbursable. Expenses not properly documented may be disallowed.

Commercial copying charges to prepare 40 copies of a petition for certiorari in booklet format will not be reimbursed because this requirement may be waived upon proper filing of a motion to proceed *in forma pauperis*, see S. Ct. Rules 12, 33.2 and 39.

- D. Long-Distance Telephone Calls.** Itemized statements must be submitted to support claims for long-distance telephone calls that exceed \$50.00 per appeal. The supporting documentation must contain the date, cost, and recipient of each call.
- E. Facsimile Transmissions.** In-house facsimile logs must be submitted in support of claims for reimbursement of fax charges that exceed \$50.00 per

appeal. Claims for facsimiles transmitted at a commercial establishment must be supported by an itemized receipt. Costs in excess of \$1.00 per page will not be reimbursed.

- F. Postage/Expedited Mail/Courier.** Single-event postage, expedited mail, and courier expenses exceeding \$50.00 (e.g., FedEx charge for delivery of opening brief and copies) must be supported by itemized receipts. The receipt must include the date, nature of service, and cost. Absent extraordinary circumstances, expedited mail (e.g., FedEx, Priority Mail) and courier charges will be reimbursed only for delivery of briefs, petitions for rehearing en banc, and petitions for certiorari.
- G. Legal Research Services by Law Student, Law Clerk, or Paralegal.** Tasks to be completed by such personnel should be described in the proposed litigation budget or, if later discovered to be necessary to an adequate defense, by separate sealed, ex parte motion for prior authorization. Time incurred by these individuals is claimed as an “other expense” on the forms provided by the court. Claims for the actual cost of legal research by a qualified law student, law clerk, legal assistant, or paralegal must be itemized. Descriptions of time spent by such personnel must be tracked in tenths of hours and must be sufficiently descriptive to allow the court to apply the “reasonably necessary” standard. Time not properly documented may be disallowed. If the amount claimed is in excess of the approved budget, counsel should include a brief statement of justification.
- H. Computer Assisted Legal Research (CALR), e.g., Westlaw/Lexis.** Whenever appointed counsel incurs charges for computer-assisted legal research, a .pdf copy of each vendor bill itemized by date must be included with counsel’s payment request. If the amount claimed is in excess of the approved budget, counsel should include a brief statement of justification.
- I. Interpreter/Translating Services.** Tasks to be completed by such personnel must be described in the proposed litigation budget or, if later discovered to be necessary to an adequate defense, by separate sealed, ex parte motion for prior authorization. Approved time incurred by these individuals may be claimed as an “other expense” on the forms provided by the court or by separate submission of a properly completed CJA 21 form. Claims for the actual cost of interpreting or translating services must be itemized. Descriptions of time spent by such personnel must be tracked in tenths of hours and must be sufficiently descriptive to allow the court to apply the “reasonably necessary” standard. Time not properly documented may be disallowed. If the amount claimed is in excess of the approved budget, counsel should include a brief statement of justification.

- J. General Office Overhead.** General office overhead is not reimbursable. This includes, but is not limited to: supplies; overtime; rent; telephone services; mailers/envelopes; secretarial services; and other administrative/clerical services. Nor is professional time spent on secretarial or clerical tasks compensable as part of counsel's fee.
- K. Other Expenses of a Personal Nature for Individual Represented.** The cost of items of a personal nature purchased for or on behalf of the person represented is not reimbursable.
- L. Expenses Related to District Court Matters or Matters Unrelated to Appeal.** Expenses related to district court matters, or otherwise unrelated to appellate representation, even if incidental to arrest, incarceration, or remand, are not reimbursable on an appellate voucher. Reimbursement for expenses related to preparation and submission of preliminary appellate pleadings (e.g., notice of appeal, designation of record, transcript order form) may be claimed on the appellate voucher, but not if reimbursed on the district court voucher.
- M. Filing Fees, Court Admission Fees and PACER Charges.** Filing fees and court admission fees are not reimbursable. This includes filing fees related to a petition for certiorari because such fees may be waived upon proper filing of a motion to proceed *in forma pauperis*, see S. Ct. Rules 12, 33.2 and 39. PACER charges are not reimbursable because upon proper application, CJA counsel is entitled to a free PACER account for use in CJA cases only.
- N. Transcript Fees.** The cost of court-authorized transcripts should be claimed by the court reporter or reporting service on a properly completed CJA 24 form; if counsel has elected to pay for these, counsel should likewise seek reimbursement on a CJA 24 form, not on a CJA 30 form.

## **VIII. General Information**

- A. Public Disclosure.** CJA 30 vouchers filed by counsel may be subject to public disclosure unless disclosure should be limited based upon: (1) protection of any person's Fifth Amendment right against self-incrimination; (2) protection of the defendant's Sixth Amendment right to effective assistance of counsel; (3) the defendant's attorney-client privilege; (4) the work-product privilege of defendant's counsel; (5) the safety of any person; or (6) any other interest that justice may require. If counsel wishes to request redaction or non-disclosure of any portion of the voucher based upon one of these interests, counsel should seek such relief by motion at the time the CJA 30 voucher is filed. Absent such a

motion, the face of the voucher will be made available to the public upon request.

- B. CJA 5/Attorney Data Form.** Counsel must submit a CJA 5/Attorney Data Form (ADF) to the court. This form provides the address to which payment will be mailed *and* the person or entity to which the tax consequences of payment (and an annual 1099) will be assigned. **IF YOU MOVE, OR CHANGE THE ASSIGNMENT OF TAX CONSEQUENCES FOR CJA PAYMENTS, YOU ARE RESPONSIBLE FOR UPDATING THIS FORM.** Download the form at <http://www.ca10.uscourts.gov/clerk/showcja.php>. Every form must be completed with the social security number and contact information for appointed counsel, including a current e-mail address.
- C. Additional Resources.** Counsel is encouraged to review the *Criminal Justice Act Forms & Links* portion of the court's website at <http://www.ca10.uscourts.gov/clerk/showcja.php> to obtain current forms, rates, and general CJA information. You may also find the following websites provide substantial assistance: The Defender Services Training Branch website, <http://www.uscourts.gov/defenderservices/mission.html>; The Capital Defense Network at <http://capdefnet.org/>; and the Federal Public Defenders' website at <http://www.fd.org>. You should also carefully review the *Criminal Justice Act Guidelines*, available online at <http://www.uscourts.gov/defenderservices/volume7.cfm> and the Tenth Circuit's Criminal Justice Act Plan found as Addendum I to the Local Rules, available online at <http://www.ca10.uscourts.gov/clerk/rulesandforms.php>.
- D. Contacts.** Before submitting a CJA 30 voucher, counsel is encouraged to contact the court's CJA staff by telephone as set out below or by e-mail at [CJA\\_Vouchers@ca10.uscourts.gov](mailto:CJA_Vouchers@ca10.uscourts.gov) with any questions:

CJA Supervising Attorney  
303.335.2846

CJA Case Analyst  
303.844.5306

Questions regarding the completion of vouchers are welcome.

- IX. Retain CJA Billing Records for 3 Years.** CJA billing records must be retained by counsel for three years after approval of the voucher.
- X. Note to Counsel.** This letter addresses only subjects of repeated error or frequent inquiry and is not inclusive.

*Source:* Guide to Judiciary Policy, *Guidelines for Administering the CJA and Related Statutes*, Volume 7, Part A (*Guidelines*), <http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx>

# CJA PAYMENT RATES

## Statutory Attorney Hourly Rates

<i>(non-capital cases)</i>	5/1/02 and after	1/1/06 and after	5/20/07 and after	1/1/08 and after	3/11/09 and after	1/1/10 and after
	In- and Out-of-Court	\$90	\$92	\$94	\$100	\$110
<i>(capital cases only)</i>	2/1/05 and after	1/1/06 and after	5/20/07 and after	1/1/08 and after	3/11/09 and after	1/1/10 and after
	In- and Out-of-Court	\$160	\$163	\$166	\$170	\$175

<b>Statutory Maximum Compensation for Appellate Attorney Fees</b> <i>(non-capital appeals only)</i>	<b>Work completed on or after:</b>			
	12/8/04	10/13/08	3/11/09	1/1/10
Appeal	\$5000	\$5600	\$6100	\$6900
Other Proceedings ( <i>including a USSG crack-powder amendment resentencing appeal</i> )	\$1500	\$1700	\$1800	\$2100

*Voucher requests over the applicable maximum must be accompanied by an excess-fee memo or letter.*

<b>10th Circuit Requirements for Reimbursement of Expenses Necessary to Adequate Defense</b> <small>(e.g., paralegal, legal assistants, translators/interpreters and computer-assisted legal research (e.g. Westlaw, Lexis))</small>	Cost of work completed:	
	On or before <b>5/26/10</b>	<b>5/27/10</b> and after
(a) Expense must be properly documented	≤\$500	≤\$800
(a) + (b) Also requires prior authorization <i>unless</i> the court finds that “in the interest of justice, timely procurement of other necessary services could not await prior authorization.”	>\$500 to \$1600	>\$800 to \$2400
(a) + (b) + (c) Also requires a court finding that such payment is “necessary to provide fair compensation for services of an unusual character or duration.”	over \$1600	over \$2400

## Mileage Rates (Travel Expenses Incurred)

2/4/05- 8/31/05	9/1/05- 12/31/05	1/1/06- 12/31/06	1/1/07- 3/18/08	3/19/08- 7/31/08	8/1/08 - 12/31/08	2/1/09- 12/31/09	1/1/10 - present
\$.405/ mile	\$.485/ mile	\$.445/ mile	\$.485/ mile	\$.505/ mile	\$.585/ mile	\$.550/ mile	\$.50/ mile

## Subsistence (Lodging & Meals / Per Deim)

Counsel should be guided by prevailing limitations placed upon travel and subsistence expenses of federal judiciary employees with existing government travel regulations. For per diem allowance see the GSA website, <http://www.gsa.gov>

## 10th Circuit Court of Appeals Voucher Instructions Summary 6/2010

<b>MSEcel 2003 (.xls) Method (PREFERRED) 1 file + .pdf receipts + cert petition</b>	<b>WordPerfect/Adobe (.wpd, .pdf) Method 5 files + .pdf receipts + cert petition</b>
<p>Download and save the MS Excel (2003) form. Fully complete the workbook following instructions available at: <a href="http://www.ca10.uscourts.gov/clerk/showcja.php">www.ca10.uscourts.gov/clerk/showcja.php</a> including Boxes 8, 9, 10, &amp; 21 of the CJA20 voucher (or Boxes 8, 9, 14 &amp; 20 of the CJA30). IF CJA20 fees exceed the statutory maximum, prepare an excess-fee memo/letter OR use the CJA27 form included in the MSEcel CJA20 billing workbook. Carefully complete Box22 (CJA 20) or Box 21 (CJA 30). Save the file as a .xls file (2003, not 2007). Print out the voucher.</p>	<p>Download and save the calculating WordPerfect (.wpd) Time and Expense Billing Worksheets (in-court, out-of-court, travel and other expenses) <b>AND</b> Voucher Summary page from: <a href="http://www.ca10.uscourts.gov/clerk/showcja.php">www.ca10.uscourts.gov/clerk/showcja.php</a> Fully complete the worksheets and save the worksheet file as a .wpd file.</p>
	<p>Fully complete the Voucher Summary form by transferring the necessary information from the worksheets. Save the Voucher Summary file as a .wpd file.</p>
	<p>IF fees exceed statutory maximum, create an excess-fee memo/letter or download, save and complete an Adobe CJA27 found at <a href="http://www.ca10.uscourts.gov/clerk/showcja.php">www.ca10.uscourts.gov/clerk/showcja.php</a>. Save the excess-fee memo file as Adobe .pdf file.</p>
<p>Compose a new e-mail to this e-ddress: <a href="mailto:CJA_Vouchers@ca10.uscourts.gov">CJA_Vouchers@ca10.uscourts.gov</a> In the subject line reference the <i>appellate</i> caption and case number. In the body of the e-mail explain any issues (delay) and state you will send a hard original of the signed CJA voucher by mail (and a revised CJA5 if necessary, see below).</p>	<p>Transfer information from the Voucher Summary to an Adobe .pdf CJA 20/30 voucher downloaded from <a href="http://www.uscourts.gov/forms/forms_CJA.cfm">http://www.uscourts.gov/forms/forms_CJA.cfm</a>. You must use a different form for each hourly rate. Complete boxes 8, 9, 10, &amp; 21 of the CJA20 voucher (or Boxes 8, 9, 14 &amp; 20 of the CJA30). Carefully complete Box22 (CJA20) or Box 21 (CJA30). Print out voucher(s) in hard copy. Sign, date.</p>
<p>Attach to the e-mail your (#1) MSEcel billing workbook <b><i>in the original format (.xls 2003)</i></b>. Attach to the same e-mail (#2) pdf copies of itemized receipts (over \$50 single-item, commercial copying, Westlaw/Lexis &amp; travel incl meals) and (#3) a pdf copy of any cert petition. Also attach any (#4) separate excess-fee memo/letter you created rather than using the CJA27 in the Excel Workbook.</p>	<p>Compose a new e-mail to this e-dress, <a href="mailto:CJA_Vouchers@ca10.uscourts.gov">CJA_Vouchers@ca10.uscourts.gov</a> In the subject line reference the <i>appellate</i> caption and case number. In the body of the e-mail explain any issues (delay) and state you will send a hard original of the signed CJA voucher by mail (and a revised CJA5 if necessary, see below).</p>
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### Questions? Contact:

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**CJA Supervising Attorney: 303.335.2846**  
**CJA Case Analyst: 303.844.5306**  
**303.844.3733 (fax)**