

VOUCHERS COVERING DIFFERENT HOURLY RATES

If you are requesting payment for services provided over a period of time that includes different hourly and/or mileage reimbursement rates, you will need to prepare an attachment to the original CJA 20 appointment voucher using a [USDCNH-59, Attachment to CJA 20 Voucher form](#). You must complete a separate form for each different rate period.

In all cases you should submit an attachment form covering all in-court and out-of-court services, travel and other expenses incurred at the reimbursement rates in effect at the time of the initial appointment. If the representation spans one or more rate periods, you should submit a separate attachment form for each period of time that includes a different hourly and/or mileage reimbursement rate through completion of the representation. The original CJA 20 appointment voucher face sheet, which is sent to counsel at the onset of the case, should only be used to reflect the cumulative totals from all of the attachments for all in-court and out-of-court services, travel, and other expenses incurred during the entire representation.

For example, assume you were appointed on September 8, 2005, when the rates were \$90 for both in and out-of-court services with a mileage rate of \$.48-1/2 per mile, and your work on the case was completed on July 31, 2006. Note that this representation spans two separate rate periods (i.e. 9/1 to 12/31/05 and 1/1/06 to 12/31/06). Thus, you would prepare two separate attachments for each rate period and you would list the cumulative totals for both rate periods on the original CJA 20 appointment voucher face sheet.

The following are some helpful tips for completing the original voucher and attachment(s):

Attachment(s) to CJA 20 Voucher: Prepare your attachment(s) first. From the court's website, print the current version of the USDCNH-59, Attachment to CJA 20 Voucher. Starting with the reimbursement rate in effect at the time of the initial appointment, check (✓) the appropriate reimbursement rate period in the upper left-hand corner of the Attachment to the CJA 20 form and, in upper right-hand corner of the attachment sheet, indicate the specific dates of service covered within that rate period. You would then enter the data for travel and other expenses at the applicable reimbursement rate for that period. If the representation spans two or more rate period, you will need to provide a separate attachment for each rate period.

Original CJA 20 Voucher: On the face of the original CJA 20 voucher, using the figures from the attachment(s), in Section 15 you would enter the cumulative total

hours claimed for in-court services in each applicable service category then enter the total dollar amounts claimed for that category. Next, in Section 16 enter the cumulative total hours claimed for out-of-court services in each applicable service category then enter the total dollar amounts claimed for that category. You would then enter your cumulative travel expenses (Section 17) and “other” expenses (Section 18). Finally, you would enter the cumulative total dollar amounts for all of the above in the section entitled “GRAND TOTALS (CLAIMED AND ADJUSTED).”

In Section 19, “Certification of Attorney/Payee for the Period of Service” you would type/write in the period from the date of the initial appointment through completion of the representation.

In Section 22, “Claim Status”, indicate whether the voucher is (1) the final payment for the services, (2) an interim payment, or (3) a supplemental payment. If an interim payment, indicate the interim payment number. Complete the remaining portion of Item 22, and sign and date the affirmation statement before submitting the claim for court approval.

Upon receipt of the completed original voucher and attachment(s), a deputy clerk will audit the voucher before submitting it to the court for approval.

See [CJA 20](#) and [Attachment to CJA Voucher](#) for samples of a voucher and the addendum covering two periods.