

UNITED STATES DISTRICT COURT FOR THE
DISTRICT OF NEW HAMPSHIRE

CJA PANEL ATTORNEY FACT SHEET
**Information Regarding the Completion of Vouchers Submitted
under the Criminal Justice Act - CJA Form 20**

March 1, 2009

To receive payment, a CJA Form 20 must be completed properly. Please read the instructions to the form carefully when submitting a voucher. Links to instructions for completing the CJA 20 Form and additional information can be obtained from:

United States District Court- NH: [CJA Reference Manual](#):

Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines), Volume 7, Guide to Judiciary Policies and Procedures, Chapter 2- Appointment & Payment of Counsel, available at:
http://www.uscourts.gov/defenderservices/Section_A.cfm.

Attorneys must maintain contemporaneous time and attendance records for all work performed as well as expenses records. Such records, which may be subject to audit, must be retained for three years after approval of the panel attorney's final voucher for a case. *Any overpayments are subject to collection, including deduction of amounts due from future vouchers.*

PANEL ATTORNEY PAYMENT VOUCHER GUIDANCE:

- Panel attorneys should review their vouchers to ensure that they do not contain errors, duplicate payment claims, or other improper charges. Attorneys should also review their billing practices to ensure that claims are appropriate.
- A panel attorney may not submit duplicate bills for the time spent in common on more than one CJA representation. For example, if an attorney is traveling to provide services for more than one person under the CJA, he or she may not bill the entire travel time and expenses on each payment claim. (When claims are prorated among vouchers, the supporting materials must cross reference the case. See paragraph 2.24 of the Guidelines for the Administration of the Criminal Justice Act and Related Statutes, Volume 7, *Guide to Judiciary Policies and Procedures* (http://www.uscourts.gov/defenderservices/Section_A.cfm), and the instructions for items 3-6 of CJA Form 20 regarding when the proration of time is required.
- With respect to mileage expenses, the number of miles and the origination and destination of the travel must be submitted as part of the supporting documentation (see instruction 17 to CJA Form 20 for other information and documentation that is required for travel expenses).
- Attorneys should submit supporting documentation for other expenses such as receipts, canceled checks, or affidavits must be submitted for any single expense in excess of \$50.

***If you have any questions regarding the completion of the CJA 20 Form please contact:
Janice Boucher at (603) 225-1533 or Tia Hooper at (603) 225-1485.***

CJA 20 FORM FACT SHEET: REFERENCE MATERIALS

For additional information regarding payment for attorney fees and expenses, please see the Guidelines for Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines), Volume 7, *Guide to Judiciary Policies and Procedures*, which is available at http://www.uscourts.gov/defenderservices/Section_A.cfm.

USDC-NH CJA REFERENCE MANUAL:

USDC-NH CRIMINAL FORMS <http://www.nhd.uscourts.gov/cp/fuf.asp>

[Attachment to CJA 20 Voucher \(PDF\)](#)

[CJA 20 Expense Worksheet \(PDF\)](#)

[CJA 20 In-Court Hourly Worksheet \(PDF\)](#)

[CJA 20 Out-of-Court Hourly Worksheet \(PDF\)](#)

[CJA Renewal Application Form Fillable \(PDF\)](#)

[CJA New Member/Reclassification Application Form \(PDF\)](#)

[CJA Payee Registration Form \(PDF\)](#)

USDC- NH CJA VOUCHERS: FREQUENTLY ASKED QUESTIONS:

[http://www.nhd.uscourts.gov/pdf/CJA %20VOUCHER %20FAQ.pdf](http://www.nhd.uscourts.gov/pdf/CJA%20VOUCHER%20FAQ.pdf)