



U.S. District Court for the Northern Mariana Islands Checklist

- ALL VOUCHERS MUST BE SUBMITTED VIA eVoucher
- ALL VOUCHERS SHALL BE SUBMITTED NO LATER THAN 90 DAYS AFTER THE FINAL DISPOSITION OF THE CASE, UNLESS GOOD CAUSE IS SHOWN.
 - Failure to timely submit vouchers may result in rejection of the voucher and no compensation for the attorney.
- ATTORNEYS MUST KEEP CONTEMPORANEOUS TIME RECORDS AND REPORT WORK PERFORMED IN TENTHS OF AN HOUR.
 - A typical billing day is 12 hours, when not in trial.

10th Hour	Minutes
0.10	6
0.20	12
0.30	18
0.40	24
0.50	30
0.60	36
0.70	42
0.80	48
0.90	54
1.00	60

- ONE VOUCHER PER ATTORNEY
 - A separate voucher is required for each attorney, including associates.
- ONE APPOINTMENT PER VOUCHER
 - A separate voucher is required for each attorney.
 - i.e. multiple Probation Revocation appointments must be submitted separately.
- IF APPROPRIATE, SUBMIT BUDGET REQUEST.
 - A budget for any representation anticipated to exceed either 300 attorney hours or total costs (attorney plus service provider fees) in excess of 300 times the prevailing hourly rate rounded up to the nearest thousand.
 - 300 hours x \$132 = \$39,600 - **\$40,000**
 - It is strongly encouraged that counsel contact the Circuit CJA Case Managing Attorney (CMA).

- ENSURE THE CORRECT AUTHORIZATIONS HAVE BEEN OBTAINED WHEN APPROPRIATE
 - If your services exceed the statutory maximum, please review the current case compensation maximums and submit a CJA 26 and memorandum if applicable.
 - If you require the services of one or more expert that will exceed a total of \$800, you MUST obtain prior funding approval.
 - If your work on the case involves travel for yourself and your expert.
- PROVIDE SUFFICIENT DETAIL AND DO NOT “BUNDLE” TASKS
 - Please separate work for each date into discrete tasks with detail sufficient to permit meaningful review. If, on one day you worked two hours on research/writing, three hours on reviewing discovery, half an hour on phone calls, and one hour writing correspondence, there should be four separate entries for that day, with each task corresponding to its appropriate category.
 - Example:

INCORRECT (bundled and vague)								
DATE	DESCRIPTION	DOC # (CM/ECF)	PAGES	INTERVIEWS	RECORDS	RESEARCH/ WRITING	TRAVEL	INVESTIGATION / OTHER
1.1.13	4th Amendment research and writing; read discovery; drafted letter to client; various phone calls			.5	3.0	2.0		1.0

CORRECT (discrete tasks with sufficient detail)								
DATE	DESCRIPTION	DOC # (CM/ECF)	PAGES	INTERVIEWS	RECORDS	RESEARCH/ WRITING	TRAVEL	INVESTIGATION/ OTHER
1.1.13	Research possible illegal search of client's residence; began drafting motion to suppress	ECF 36				2.0		
1.1.13	Review discovery (Bates 1-500)		500		3.0			
1.1.13	Drafted letter to client							1.0
1.1.13	Phone calls to client, client's mother and father, and to investigator			.5				

- Be descriptive.
 - Please indicate bates stamp ranges and/or number of pages reviewed for all claims for document review that exceed one hour.
 - Describe witness interviews with distinguishing information per witness. (e.g. “Witness 1” or “W1” or “Witness A.Z.”)
 - Identify person(s) involved in telephone conversations, conferences, or emails and general topic discussion. (Use descriptors or initials where confidentiality is needed.)
 - Generally describe issues being researched.
 - Reference the ECF document by name and number when billing for preparing or reviewing a court filing.
 - NOTE: Because it is a clerical function, counsel should not charge for downloading, renaming, saving, printing, or forwarding NEFs, unless the NEF is a text-only entry unaccompanied by an ECF document. Counsel MAY bill for reading substantive ECF document attached to a NEF, but should aggregate time spent during the day and ensure that double billing does not occur.

➤ INCLUDE ANY NECESSARY EXPENSE RECEIPTS

- In general, you must submit receipts for all expenses that exceed \$50. Itemized receipts are always required for the following expenses:
 - Any individual item costing more than \$25.
 - Outside copying, regardless of amount.
 - Travel expenses such as lodging, meals, car rental, phone calls. Note: Funding authorizations cover expenses for the authorized traveler ONLY; unless expressly authorized, expenditures for the defendant or a witness are NOT covered.
 - Premium delivery and messenger services such as FedEx, UPS, etc.
 - Taxi fares, airport and/or regular parking fees.
 - Phone charges over \$50 per month.
 - Postage over \$50.
- Organize the receipts by the date incurred and upload under the “documents” tab in eVoucher.

➤ AUTHORIZATIONS FOR FUNDING FOR SERVICE PROVIDERS

- The total cost of services **without** prior authorization may not exceed \$800 and expenses reasonably incurred (see also CJA Guidelines § 310.20.30). Once the \$800 limitation has been met by a combination of service providers, prior authorization must be obtained from the Court, unless counsel meets the exigency requirements of § 3006A (e)(2)(B). Submit an AUTH in eVoucher for each service provider for the estimated amount for services.

➤ REIMBURSEABLE EXPENSES

- Out-of-pocket expenses reasonably incurred, although meals are reimbursable only when overnight travel is authorized or travel exceeds 10 hours. You must provide all detailed restaurant bills and not credit card slips. Alcoholic beverages, in-room movies, and other non-essential items cannot be reimbursed.
- Case-related travel in a privately owned automobile should be claimed at the rate currently authorized for federal judiciary employees who use an automobile to conduct official business.
- All overnight travel and all travel by airplane must have advance approval by the Chief Judge. Please use the travel request form and organize the expenses and receipts by date incurred.
 - Travel expense reimbursement for meals and lodging is limited to the government per diem rates (www.gsa.gov...). Other expenses, such as taxi fares and rental car charges are not included in the per diem rate and may be claimed separately if receipts are provided.
- Time spent making travel arrangements, whether by attorney, paralegal, or other staff members, is NOT compensable. However, time spent preparing the request for travel authorization from the court is compensable.
- Telephone toll calls, fax charges and photocopying are considered reimbursable expenses if reasonably incurred. However, general office overhead, such as rent, secretarial help, preparation of CJA vouchers, and telephone service, are not reimbursable expenses, nor are items of a personal nature.
- In-house copying should be charged at the rate of \$0.10 per page.

Helpful Links

- eVoucher
https://evsdweb.ev.uscourts.gov/CJA_nmi_prod/CJAeVoucher/Logon.aspx?ReturnUrl=%2fCJA_nmi_prod%2fCJAeVoucher%2f

- The Guide to Judiciary Policy, Vol. 7: Defender Services
<https://www.uscourts.gov/rules-policies/judiciary-policies/criminal-justice-act-cja-guidelines>
https://www.uscourts.gov/sites/default/files/vol_07.pdf

- Travel Resources
<https://www.gsa.gov/travel-resources>

- National CJA Voucher Reference Tool
<https://cjaresources.fd.org/cjaort/index.html>

- Defender Services Office
<https://www.fd.org/>

- GSA Per Diem Rates
<https://www.gsa.gov/travel/plan-book/per-diem-rates>