

# UNITED STATES DISTRICT COURT – DISTRICT OF MAINE

Instructions & Information for  
Excel-based Criminal Justice Act  
(CJA) Worksheets

03/20/2014

# Overview

- The US District Court, for the District of Maine, has produced the following Excel-based workbooks. These intuitive workbooks have been designed to assist attorneys in determining the correct billable rates based upon service date, and to auto-calculate total billable hours, as well as compensation claim amounts. The following pages will guide the user through the process of creating:
  - “In Court” Worksheets
  - “Out of Court” Worksheets
  - “Expenses” Worksheets

03/20/2014

# Overview - Basic Navigation

**CJA 20 Appointment & Authority to Pay CJA Counsel**

**Introduction**  
When counsel is appointed under the Criminal Justice Act, the Clerk's Office will generate a CJA 20 appointment form and provide it to counsel. Counsel should complete the CJA 20 form and return it to the Clerk's Office for processing within 45 days following the completion of all work at the District Court level.

**Recordkeeping**  
Counsel must maintain contemporaneous time and attendance records for all work performed including:  

- Work performed in-court
- Work performed out-of-court
- Expense records

 Worksheets and instructions are available to assist counsel and can be downloaded from the Court's website at:  
<http://www.med.uscourts.gov/operations/cjaforms.htm>

**Time Calculations**  
Following is the Hourly Conversion Table to be used in the calculation of attorney time on the case. Time calculations must be in tenths of hours.

Minutes	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
Tenths	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0

**Completion of CJA 20 Voucher**  
Counsel must follow the "Instructions for CJA Form 20" completely and accurately, and their time and expenses must substantially conform to the following worksheets available on the Court's internet site:  

- In-Court Worksheet
- Out-of-Court Worksheet
- Other Expense Worksheet

**Billable Rates**

Non-Capital	If services were performed between...	The hourly rate maximum is...
	1/1/2010 to present	\$125
	3/11/2009 through 12/31/2009	\$110
	1/1/2008 through 3/10/2009	\$100
	5/20/2007 through 12/31/2007	\$94
	1/1/2006 through 5/19/2007	\$92
	5/1/2002 through	

Capital	If services were performed between...	The hourly rate maximum is...
	1/1/2010 to present	\$178
	3/11/2009 through 12/31/2009	\$175
	1/1/2008 through 3/10/2009	\$170
	5/20/2007 through 12/31/2007	\$166
	1/1/2006 through 5/19/2007	\$163
	2/1/2005 through	

The image to the left is what you will view immediately upon opening any of the Excel based workbooks. The content of this page contains helpful information for panel attorneys regarding payment, rates, maximums, and other information pertinent to your representation.

A PDF version of this information is also available on our internet site under the title "CJA Forms & Instructions" (available at <http://www.med.uscourts.gov/forms-instructions>)

03/20/2014

# Overview - Basic Navigation

At the bottom of the page there are several tabs, as pictured to the left. The number of tabs and their titles will vary between the in-court, out-of-court and expenses workbooks.

35		5/20/2001 through 12/31/2007	\$94
36		1/1/2006 through 5/19/2007	\$92
		5/1/2002 through	

Ready | Helpful Info. **Re Payment** | Print Summary | Page1 | Page2 | Page3 | Pre- 5-20-2007

The workbook will notify you of which tab you are viewing by putting the tab title in **bold** and lightening the color of the tab slightly. (note how “Helpful Info. Re Payment” appears in bold in the image to the left of this paragraph, and the orange color appears to be faded).

To move to a different page, simply move the cursor to the tab you wish to view and left click.

# Overview - Basic Navigation

Please print this page and affix to the front of your Out of Court Worksheets when submitting voucher for payment						
Hours Claimed						
	5/1/02-12/31/05	1/1/06-5/19/07	5/20/07-12/31/07	1/1/08-3/10/09	3/11/09-12/31/09	1/10-present
Out of Court	a. Interviews and conferences	0.00	0.00	0.00	0.00	0.00
	b. Obtaining and reviewing records	0.00	0.00	0.00	0.00	0.00
	c. Legal research and brief writing	0.00	0.00	0.00	0.00	0.00
	d. Travel time	0.00	0.00	0.00	0.00	0.00
	e. Investigative and other work	0.00	0.00	0.00	0.00	0.00
	Hours @ \$90	Hours @ \$92	Hours @ \$94	Hours @ \$100	Hours @ \$110	Hours @ \$125
	0.00	0.00	0.00	0.00	0.00	0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Out of Court Hours Claimed			0.00	Total Out of Court Compensation Claimed		\$0.00
Type of Representation		On or after October 13, 2008 and before March 11, 2009, the case maximum is...	On or after March 11, 2009 and before December 31, 2009, the case maximum is...	On or after January 1, 2010, the case maximum is...		
Felony		\$7,800	\$8,600	\$9,700		
Misdemeanor		\$2,200	\$2,400	\$2,800		
All others, including but not limited to:		\$1,700	\$1,800	\$2,100		
-Probation Violations						
-Supervised Release Violations						
-Material Witness						
-Trial Witness						
-Grand Jury Witness						
-Rule 5 Proceedings						
If the amount of compensation claimed exceeds the statutory maximum, a written statement justifying the waiver of the maximum and explaining how the case was "extended" and "complex" must accompany the voucher. Any voucher submitted in excess of the statutory maximum must be reviewed at the District Court level, and approved at by The Chief Judge of the First Circuit or his designee. See: CJA 26A Guidance to Attorneys in Drafting the Memorandum						

The second tab in the in court and out of court workbooks is a Payment Summary page.

This page will automatically summarize how much work you performed in each service category throughout the course of your appointment based upon the information entered in the worksheets. It will also break down the time spent in each category by billable rate, and provide you with a total compensation claim amount.

Included on this page are the most recent case compensation maximums to aid you in determining if Circuit Court approval will be required for your voucher.

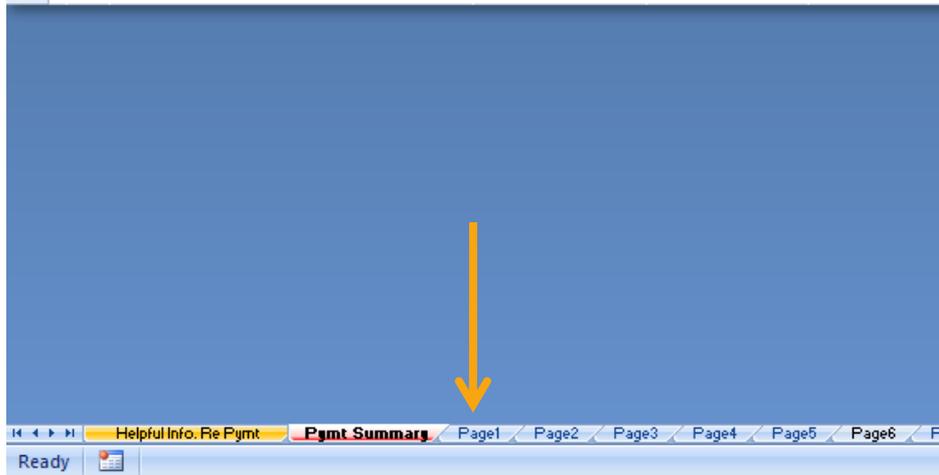
# Overview - Basic Navigation

Type of Representation	maximum is...	m
Felony	\$7,800	
Misdemeanor	\$2,200	
All others, including but not limited to:	\$1,700	
-Probation Violations		
-Supervised Release Violations		
-Material Witness		
-Trial Witness		
-Grand Jury Witness		
-Rule 5 Proceedings		

If the amount of compensation claimed exceed waiver of the maximum and explaining how the voucher. Any voucher submitted in excess of the level, and approved at by The Chief Judge of t  
Attorneys in D

To begin entering in your service claims, simply navigate to the Page1 tab in the lower left-hand corner of the screen.

From there, you will be greeted with a worksheet which closely conforms to the formatting of the PDF and Doc worksheets available on our website.



# CJA 20 Out of Court Worksheet

This is a general screen shot of what the Out of Court Worksheet looks like. This presentation will show enlarged portions of the sheet and explain the components briefly.

1	Page 1	Judge _____						
2	CJA 20	Case No. _____						
3	Out of Court Worksheet	Defendant _____						
	Date	Brief Description of Service	Rate	Interviews & Conferences (Box 16a)	Obtaining & Reviewing Records (Box 16b)	Draft Pleadings, Legal Research & Brief Writing (Box 16c)	Travel Time (Box 16d)	Investigative & Other Work (Box 16e)
4			\$0					
5			\$0					
6			\$0					
7			\$0					
8			\$0					
9			\$0					
10			\$0					
11			\$0					
12			\$0					
13			\$0					
14			\$0					
15			\$0					
16			\$0					
17			\$0					
18			\$0					
19			\$0					
20	Page Total			0.00	0.00	0.00	0.00	0.00
21	Page 1 Total			0.00	0.00	0.00	0.00	0.00
22	Grand Total			0.0			\$0.00	



# CJA 20 Out of Court Worksheet



At the very bottom of the worksheet you will see numerous tabs as pictured. Simply begin by selecting Page 1 and entering your billable information as necessary. If an additional page is required, select Page 2 and continue. There are a total of 10 Pages for entering in Out of Court services. In this screen shot only up to Page 8 is visible. To navigate to Pages 9-10, press the right arrow above the “Ready” mode indicator.

The bottom of the worksheet will display the sum of your billable hours from the current page you are viewing, the total including previous pages hours, and the total compensation amount to be claimed.

18											
19	05/11/09	T/C with client; review gov't motion for detention	\$110	0.20	0.40						
20		<b>Page Total</b>		0.20	0.40	0.00	0.00		0.00		
21		<b>Pages 1-2 Total</b>		9.50	6.50	0.50	1.40		0.30		
22		<b>Grand Total</b>		18.2			\$2,002.00				
24	Hourly Conversion Table										
25	Minutes	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
26	Tenths	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00







## CJA 20 In Court Worksheet

Similar to the Out of Court Worksheet, the bottom will display the sum of your billable hours from the current page you are viewing, the total including previous pages hours, and the total compensation amount to be claimed for in court time.

16										
17	11/05/09	Trial day #5	\$110				6.50			
18	<b>Page Total</b>			0.0	0.0	0.0	6.5	0.0	0.0	0.0
19	<b>Pages 1-2 Total</b>			1.2	0.3	0.0	6.5	0.0	0.0	0.1
20	<b>Grand Total</b>			8.10			\$875.00			
23										
24	Hourly Conversion Table									
25	Minutes 1-6 7-12 13-18 19-24 25-30 31-36 37-42 43-48 49-54 55-60									
26	Tenths 0.10 0.20 0.30 0.40 0.50 0.60 0.70 0.80 0.90 1.00									
27										

At the very bottom of the worksheet you will see several tabs as pictured. Simply begin by selecting Page 1 and entering your billable information as necessary. If an additional page is required, select Page 2 and continue. There are a total of 3 Pages for entering in claims for In Court services.

# Hourly Worksheet Instructions

- Step 1: Enter the name of the Judge, the case number, and the defendant's name in the top right-hand corner of "Page 1"
  - To save you time, this information will automatically populate throughout the remainder of the worksheets

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Page 1												
2	CJA 20												
3	Out of Court Worksheet												
	Date	Brief Description of Service	Rate	Interviews &	Obtaining &	Draft Pleadings,	Travel	Investigative &					

Judge \_\_\_\_\_  
 Case No. \_\_\_\_\_  
 Defendant \_\_\_\_\_

- Step 2: Enter the first date of service in cell A5 (for out of court worksheets) or cell A6 (for in court worksheets). The date must be entered in a MM/DD/YY format, and not include any text
  - If your first date of service was on or before 5/20/2007, please navigate to the green tabs titled "Pre- 5-20-2007" and continue with these steps

	Date	Brief Description of Service	Rate	Interviews & Conferences (Box 16a)	Obtaining & Reviewing Records (Box 16b)	Draft Pleadings, Legal Research & Brief Writing (Box 16c)	Travel Time (Box 16d)	Investigative & Other Work (Box 16e)
4								
5			\$0					

# Hourly Worksheet Instructions

- Step 3: Enter in a brief description of the service(s) performed.
  - Please note that multiple services for the same date may be entered into one row. For example: The screen shot below illustrates that the attorney conducted a telephone conference with their client, and reviewed discovery on 03/08/09. The attorney has claimed 0.1 for the telephone conference, and 0.4 for reviewing discovery. This method of data entry is applicable to services performed on the same date only.

	A	B	C	D	F	H	J	L	N/S
1	Page 1								
2	CJA 20					Judge			
3	Out of Court Worksheet					Case No.			
						Defendant			
	Date	Brief Description of Service	Rate	Interviews & Conferences (Box 16a)	Obtaining & Reviewing Records (Box 16b)	Draft Pleadings, Legal Research & Brief Writing (Box 16c)	Travel Time (Box 16d)	Investigative & Other Work (Box 16e)	
4									
5	3/4/2009	Letter to client re: effect of priors in NH	\$100						0.30
6	3/7/2009	Mtg w. AUSA	\$100	0.80					
7	3/8/2009	T/C with client; review discovery	\$100	0.10	0.40				

# Hourly Worksheet Instructions Cont...

- Step 4: Enter in the amount of time spent on the described service into the corresponding category column.
  - **Important:** time may only be entered in tenths of an hour. An hourly conversion table is located at the bottom of each worksheet to assist in the process. Only valid numerical values will be accepted in these cells.
- Step 5: Once you have completed Page 1 of the worksheet and if you have additional claims, click on the Page 2 tab which appears in the lower left-hand corner of the screen. This will open a new worksheet page, and the totals claimed on the first page will carry over to the bottom of Page 2.
- Continue to enter in services, and repeat Steps 2-5 as necessary. Once all services have been entered, continue to Step 6.
- Step 6: Verify that all data entered is accurate and valid. Print the worksheets & payment summary page to include with the original voucher when submitting to the Court for payment.
  - The Clerk's office does not require the worksheets to be printed in color ink.





## CJA 20 Expense Worksheet Cont...

- Reimbursement will be allowed for actual (not estimated) expenses.
  - Supporting documentation, such as receipts, must be submitted for single item expenses in excess of \$50 (e.g. telephone bills, copy charges).
  - Extraordinary travel or any travel involving an overnight stay related to CJA representation must be arranged in advance through the Clerk's Office and a written travel authorization should be issued by the presiding judicial officer.
- Computer-Assisted Legal Research
    - The cost of use, by appointed counsel, of computer-assisted legal research services, may be allowed as a reimbursable out-of-pocket expense, provided that the amount claimed is reasonable.
    - Whenever appointed counsel incurs charges for computer-assisted legal research, counsel should attach to the compensation voucher a copy of the bill and receipt for the use of the legal research services or an explanation of the precise basis of the charge (e.g., indicating the extent to which it was derived by proration of monthly charges, or by charges identifiable to the specific research).
    - If the amount claimed is more than \$500 or if it includes costs for downloading or printing, counsel should include a brief statement of justification.

## CJA 20 Expense Worksheet Instructions - Mileage

- The new expense worksheets allow for an attorney to enter the dates which they traveled while the correct mileage rate will automatically populate. Once the number of miles traveled are entered into the “Miles” column, the worksheet will calculate the compensation total for that date.
  - Note: A mileage rate will automatically populate in column D (“Rate”) every time a value is entered into column A (“Date”). This will not affect your compensation totals in any manner.

	A	B	C	D	E
1	<b>Note: All out-of-pocket expense</b>				
2	Page 1				
3	CJA 20 Worksheet				
4	Expenses Worksheet				
5					
6				<b>Mileage</b>	
7	<b>Date</b>	<b>Brief Description of Expense</b>	<b>Miles</b>	<b>Rate</b>	<b>Total</b>
8	1/31/09	Drive to Cumberland County Jail for conf w/ client	18	\$585	\$10.53
9	2/1/09	Travel to Court for Rule 11 hearing	17	\$55	\$9.35

- The totals will then be tallied at the bottom of the page, providing a total compensation for the mileage column, as well as a overall travel expenses total.

<b>Page Total</b>	\$19.88	\$0.00	\$0.00	\$0.00	\$0.00
<b>Page 1 Total</b>	\$19.88	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses Grand Total</b>				<b>\$19.88</b>	

## CJA 20 Expense Worksheet Instructions - Mileage Cont...

- Please note that the Pages 1-4 of the worksheets will only accept travel dates from 3/19/2008-Present. If you enter travel dates prior to that, the following warning will appear.

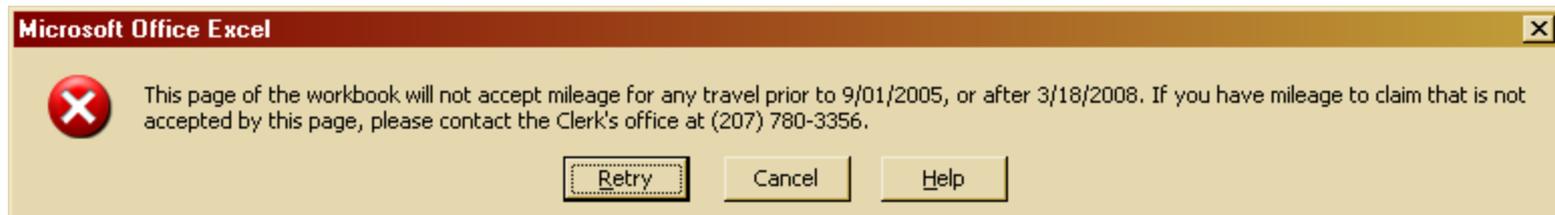


- If you are entering mileage for travel prior to 3/19/2008, select “No” if you receive this pop-up warning, and delete the date entered in the “Date” column
  - Note: if you are entering an expense claim other than mileage, you may select “Yes” and enter in your expense claim
- Navigate to the last page of the workbook entitled “Older Travel”



## CJA 20 Expense Worksheet Instructions - Mileage Cont...

- On this “Older Travel” page, you may enter in valid travel which occurred during between 12/31/2005 and 1/31/2009. Any travel after 1/31/2009 must be entered in Pages 1-4.
  - If the travel dates occurred before 12/31/2005, then please contact the Clerk’s Office (207) 780-3356. Below is a copy of the warning which will appear if a travel date outside of the acceptable parameters is entered.



- Please Note: The total of expenses claimed on the “Older Travel” page will not be automatically calculated into the Grand Total on pages 1-4. This addition must be done manually by the voucher preparer prior to submission.

## CJA 20 Expense Worksheet Instructions - Copies

- A new category which has been added to the Expense worksheet is entitled “Copying”; which contains a column each for the number of pages copied (“Pages”) and the “Cost/pg”.

		Mileage			Travel					Copying		Total
Date	Brief Description of Expense	Miles	Rate	Total	Lodging	Meals	Parking	Tolls	Other	Pages	Cost/pg	Total
1/31/09	Copies of records obtained from state court		\$0.585	\$0.00						23	\$0.50	
			\$0	\$0.00								

- In order for the worksheet to calculate the correct total reimbursement for copy expenses, the user must enter the cost per page into the purple cell (L8) on Page 1 of the workbook. Once this rate has been established on the first page, the worksheets will automatically calculate copy reimbursement totals without the user having to do the math. You will not be required to enter the cost per page at any other time while using the workbook.



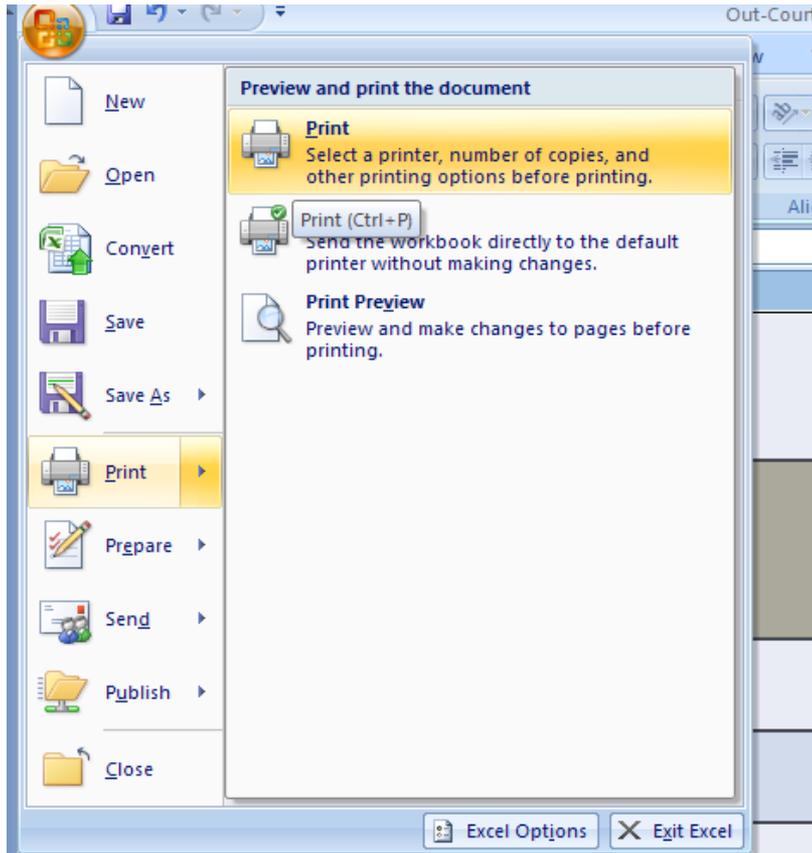
# Hourly Worksheet Instructions - Printing

- Step 1: In order to print your worksheets, navigate to Page 1.
  - If you are printing only page 1, continue to step 2
  - If you have multiple pages to print simply hold the “Shift” key, and click on the tabs of the pages you wish to print at the bottom of Page 1. The selected Pages should appear as a slightly lighter shade of blue once selected. In the example below, Pages 1-4 have been selected.



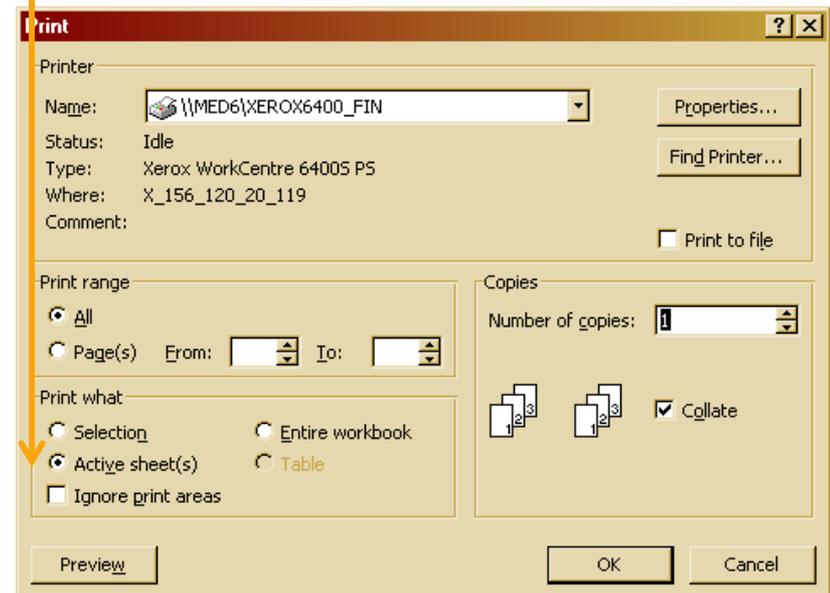
# Hourly Worksheet Instructions - Printing Cont...

- Step 2: Select “File: Print” to bring up the print options.



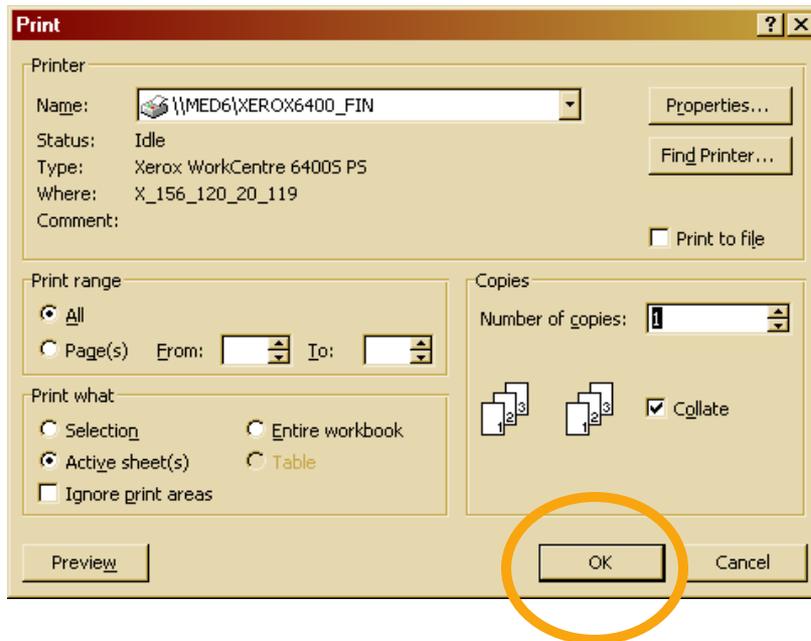
Step 3: In the Print Options window which pops up, be sure to select the “Active Sheet(s)” or “Selection” radio button in the Print What section as illustrated below. (please note that your print options window may appear differently depending on your printer or operating system)

Information: We do not require that the worksheets be printed in color ink. This would be an opportune moment to make sure that your printer settings are set to black & white.



# Hourly Worksheet Instructions Cont...

- Step 4: Press “ok” to print, and the selected worksheets will print out. Be sure to verify all information on the sheets and then they will be ready for submission!



# CJA 20 Voucher Form

- The Clerk's office requests that attorneys submitting a CJA20 voucher for payment break down their claims by both category and billing rate on the voucher itself. An example is shown below, illustrating the amount of time spent in each category at the \$100/hr rate, \$110/hr rate and \$125/hr rate.
  - To facilitate this process, we have created the payment summary tab in both the in court and out of court workbooks. Please include that summary when submitting your voucher for payment.

CLAIM FOR SERVICES AND EXPENSES					FOR COURT USE ONLY			
CATEGORIES (Attach itemization of services with dates)		HOURS CLAIMED			TOTAL AMOUNT CLAIMED	MATH TECH ADJUSTED HOURS	MATH TECH ADJUSTED AMOUNT	ADDITIONAL REVIEW
15 In Court	a. Arraignment and or Plea	0.4					0.00	
	b. Bail and Detention Hearings		1.1				0.00	
	c. Motion Hearings	0.3					0.00	
	d. Trial						0.00	
	e. Sentencing Hearings			0.9			0.00	
	f. Revocation Hearings						0.00	
	g. Appeals Court						0.00	
	h. Other (Specify on additional sheets)						0.00	
(RATE PER HOUR = \$ 100 / 110/125 ) TOTALS:		0.7	1.1	0.9	\$303.50	0.00	0.00	
16 Out of Court	a. Interviews and Conferences	9.6	7.4	3.2			0.00	
	b. Obtaining and reviewing records	3.1					0.00	
	c. Legal research and brief writing		1.3				0.00	
	d. Travel time	1.4	3.6	0.7			0.00	
	e. Investigative and other work (Specify on additional sheets)						0.00	
(RATE PER HOUR = \$ 100 / 110/125 ) TOTALS:		14.1	22.3	3.9	\$4,350.50	0.00	0.00	
17	Travel Expenses (lodging, parking, meals, mileage, etc.)							
18	Other Expenses (other than expert, transcripts, etc.)							
<b>GRAND TOTALS (CLAIMED AND ADJUSTED):</b>						\$4,654	0.00	

# Questions???

**Q: When I try to enter in 14.0 hours or more into one cell on one particular date, the workbook stops me.**

A: It is rather unusual to see an attorney make a single claim for more than 14 hours in one category for one particular day. If you feel as though you have a valid claim for this amount, please break it up into two rows and provide adequate description of the services rendered.

**Q: I tried to type in a brief explanation of services into one of the category columns on an hourly worksheet and it stopped me.**

A: The hourly worksheet category columns D-R (for in court) and D-L (for out of court) will only accept numerical values; not letters or symbols. This is necessary for the workbook to properly calculate currency totals. Be certain you did not press the space bar and not enter any data as this too will result in an error.

**Q: I am working on an expense worksheet and cannot enter the copying cost per page into column L.**

A: The cost per page may only be entered once; in cell L8 on Page 1 of the worksheets. The worksheets will reference this cost throughout the remainder when calculating your totals.

**Q: I entered what I believe to be a valid date, but receive a warning telling me it is not valid.**

A: This could be the result of one of three things: 1) you have entered in letters or an invalid symbol into the date column, 2) the date you have entered is outside of the sheets stated parameters, 3) you have accidentally pressed the space bar prior to entering in the date. Simply press the "Cancel" button when you receive this warning, and try entering in the date again (without a space, letters or symbols other than "-" or "/")

# Questions???

**Q: What are the valid date parameters for the hourly worksheets? If I have work from outside the parameters, how should I claim it?**

A: The valid date parameters for both the in and out of court worksheets include any work performed on or after 5/20/2007. If you performed work prior to the cutoff, please print a blank worksheet page and complete it by hand or typewriter. The math for that period of service must be calculated manually and added with any totals from an electronic worksheet.

**Q: I have used all 10 pages of the out of court hourly worksheets. What do I do if I need more?**

A: If you have filled in all 10 pages of the worksheets, please print out the sheets and open a new out of court workbook in Excel. Continue itemizing your services as necessary in the new workbook and manually tally your total claims from the payment summary pages from each book.

**Q: There was recently a change to the hourly rate and case compensation maximum. How will this affect the workbooks?**

A: When a rate change goes into effect, a notice will be placed on the CJA forms page on our website. A new set of workbooks will be uploaded containing the new rates, and the workbooks will have a new version number in the title (e.g. Out of Court Workbooks v.1 will be replaced with v.2 once the next rate change goes into effect)

-It is suggested that at the time of a rate change, a user stops entering services into the old workbooks, and saves new copies to their computer. All services at the new rate should be entered into the new workbooks, and the totals reconciled with the old book. You may also choose to copy and paste the data from an old book into a new one.

# Questions???

- For any technical questions about, or to report any errors while using the workbooks, please contact Sarah McNamara in the Portland Clerk's Office: (207) 780-3356

- For general questions pertaining to CJA related matters, please contact:

Bangor  
(207) 945-0575  
Brenda Deroche  
Michele Mitchell

Portland  
(207) 780-3356  
Stephanie Betzold  
Sarah McNamara