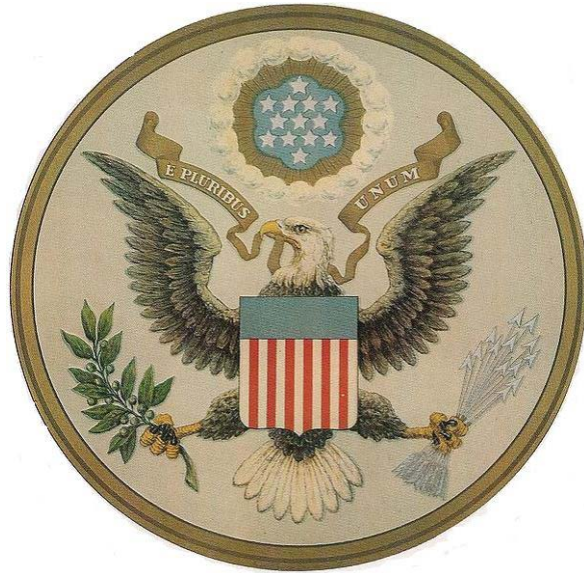


U.S. District Court  
District of Maine



Criminal Justice Act  
Reference Manual

Attorney Guidance for CJA Vouchers

Updated August, 2018

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# CJA 20 Appointment & Authority to Pay CJA Counsel

## Introduction

When counsel is appointed under the Criminal Justice Act (CJA), the Clerk's Office will generate a CJA 20 appointment voucher and provide it to counsel via the Court's web-based eVoucher program to which counsel should have a login and password. Following the completion of all work at the District Court level, counsel will complete the CJA 20 voucher in eVoucher and process it therein for processing to the Clerk's Office within 45 days.

### **Criminal Case**

A criminal case begins with the filing of an indictment or information. If the defendant is requesting court-appointed counsel, he/she will fill out a financial affidavit. If approved by the Court, counsel will be appointed and a voucher will issue electronically in eVoucher.

### **Magistrate Case**

A magistrate case begins with the filing of a complaint. If, after arrest, a defendant wishes to have court-appointed counsel, he/she will fill out a financial affidavit. If approved by the court, counsel will be appointed and a voucher will issue electronically. When a magistrate case is merged into a criminal case, after the filing of an information or indictment, the statutory limit of the new charging offense is applicable. No new voucher is created for counsel. Counsel should proceed with the same original magistrate voucher. Upon receipt of the voucher for payment, the Clerk's Office will update the remaining information.

### **Targets**

Targets of investigations are miscellaneous cases in which vouchers are issued to counsel with a miscellaneous case number and classified as an "other" appointment with an "other" statutory limit. If the target of the investigation **is eventually charged** in a magistrate or criminal case, no new voucher is created for counsel. If the target **is not charged** in a criminal case within 4-6 months, counsel may submit their voucher at that time.

## **“Other” Appointments**

Examples of “other” appointments are supervised release and probation violations, grand jury witnesses and trial witnesses. These appointments must be made by the Court after a financial affidavit has been received and approved.

### **Grand Jury Witness Appointment**

A CJA appointment for grand jury witness representation results from an individual being subpoenaed by the U.S. Attorney’s Office. If the individual reports they are unable to retain an attorney for financial reasons, the USAO will direct the individual to the Clerk’s Office where they have the opportunity to complete a financial affidavit. Once the affidavit has been approved by a judge, the CJA appointment is made. The statutory case maximum for this “Other” representation is \$2,300.

This type of representation concludes the day of the witness’ grand jury testimony. The attorney should submit their CJA 20 voucher at that time. However, if the USAO indicates to the attorney for the witness that the witness will be called again to testify, the representation remains open and the CJA 20 will be submitted following the conclusion of all grand jury testimony.

### **Reimbursement for PACER charges will not be permitted for CJA counsel.**

PACER is available free of charge to all panel attorneys when a fee-exempt account is set up through the PACER Service Center. To establish your fee-exempt PACER account, call the PACER Service Center at (800) 686-6756 or e-mail [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov). This log-in should be used for court-appointed cases only and will be deactivated when the attorney is no longer a member of the panel.

### **Substitute Counsel and Withdrawal of Counsel**

If you are substitute counsel in a case, an electronic CJA 20 voucher will issue via eVoucher. The eVoucher CJA 20 will indicate who the prior attorney was and the appointment date of the prior attorney. In cases where a substituted CJA counsel replaces another CJA panel attorney, CJA Guidelines at § 230.56 require that “the total compensation paid to both attorneys may not exceed the statutory maximum for one defendant, unless the case involves extended or complex representation.” The case maximum applies per case/per defendant, not per attorney.

## **Case Budgeting**

For forms and instructions, please see <http://www.med.uscourts.gov/forms-instructions> and the [CJA Case Budgeting Policy and Procedure](http://www.med.uscourts.gov/pdf/CJA_Case_Budgeting_Policy_and_Procedure.pdf) document at [http://www.med.uscourts.gov/pdf/CJA Case Budgeting Policy and Procedure.pdf](http://www.med.uscourts.gov/pdf/CJA_Case_Budgeting_Policy_and_Procedure.pdf). This Court's CJA Plan at § VII(A)(2) states that case budgeting forms should be submitted to the court, *ex parte*, in representations that appear likely to exceed 300 hours or what would be 300 times the prevailing CJA panel attorney non-capital hourly rate, rounded up to the nearest thousand (\$39,000 as of 1/1/2015), for appointed counsel and services other than counsel (e.g. experts, interpreters, investigators, travel expenses).

The development of a case budget will help to ensure that counsel receive the necessary resources to represent the accused effectively, while at the same time providing the Court and the Circuit with sufficient information to monitor the expenditure of public funds. Failure to submit a budget in an applicable case could result in the provision of inadequate resources, delays in payment or, ultimately, a voucher reduction.

It is counsel's responsibility to initiate a case budget when a case has the potential to be extraordinary in terms of potential costs, but the Court may direct the initiation of a budget as well by notifying counsel that counsel is to complete **CJA Case Budgeting Forms 28A through H**, both Detailed and Summary Worksheets, when counsel has enough information to do so (often by the end of pretrial motion work). The forms and instructions can be found on the Court's website: <http://www.med.uscourts.gov/forms-instructions>. Case budgets should be submitted *ex parte* via the eVoucher email box at [eVoucher@med.uscourts.gov](mailto:eVoucher@med.uscourts.gov).

Counsel is encouraged to monitor ongoing costs and hours as their case proceeds, so that revisions to the budget can be made and re-submitted for approval. Revisions may be submitted at any time throughout the case. Time spent creating and modifying a case budget and completing the budget forms may be claimed on the CJA20.

If counsel's final or interim voucher exceeds the case budget figures; and the case budget was not modified as the case developed, a letter in support of the claim in excess should also include an explanation of why the voucher total exceeds the projected case budget total.

For questions or assistance regarding case budgeting forms and procedure, please contact Michael C. Andrews, First Circuit CJA Case Budgeting Attorney, at [Michael.Andrews@ca1.uscourts.gov](mailto:Michael.Andrews@ca1.uscourts.gov) and at (617) 748-9104.

## **Interim Payments to Counsel**

While interim vouchers have been discouraged in this District, interim payments are allowed where “necessary and appropriate” to relieve counsel of financial hardship in extended and complex cases. Where counsel seeks a single interim payment in excess of the statutory maximum, counsel must file a Motion for Interim Payment (*ex parte* via eVoucher) and memorandum, to accompany the CJA 20 voucher, which addresses:

- Why payment before the conclusion of the case is necessary to avoid financial hardship; and
- What makes the case so “extended or complex” that the excess claimed is necessary to provide fair compensation. A sample motion will be provided to counsel upon request.

The Court will withhold 20% of the claimed amount for services to ensure the total bill is not excessive. At the conclusion of the representation, counsel shall submit a final voucher seeking payment of the 20% balance withheld from the earlier interim voucher, as well as payment for representation provided during the final interim period.

## **Ancillary Work**

Counsel must seek advance approval to receive compensation for work related to ancillary matters to ensure that only “ancillary matters appropriate to the proceedings are compensated.” See CJA Guidelines § 210.20.30(f).

## **Recordkeeping**

Counsel must maintain contemporaneous time and attendance records in eVoucher (log in the CJA 20 form in eVoucher) for all work performed including:

- Work performed in-court
- Work performed out-of-court
- Travel and other expense records

## **Time Calculations and Hourly Conversion Table**

While eVoucher automatically sums time, below 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.

## **Hourly Conversion Table**

Minutes	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
Tenths	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0

## **Billable Rates**

Court-appointed counsel will be paid at the following rates for in-court and out-of-court time:

<b>WORK PERFORMED:</b>	<b>RATE PER HOUR:</b>
On or after 03/11/2009	\$110
On or after 01/01/2010	\$125
On or after 09/01/2013	\$110
On or after 03/01/2014	\$126
On or after 01/01/2015	\$127
On or after 01/01/2016	\$129
On or after 05/05/2017	\$132
On or after 03/23/2018	\$140

## **In-Court**

Some examples of in-court services that may be claimed on the CJA 20 voucher include time spent:

- Actually talking with a judicial officer, whether in the courtroom, in chambers or by telephone;
- Waiting for a hearing to commence due to court delay;
- Court recesses; and
- Jury deliberations.

Claimed time for in-court services is premised upon counsel's unavailability to perform work on anything other than the CJA case for which the attorney is required to be at the courthouse.

## **Out-of-Court**

Some examples of out-of-court services include time spent:

- Preparing pleadings and correspondence;
- Conferring with counsel, client, or witnesses;
- Traveling;



- Researching;
- Attending proffers.

Appointed counsel can claim time for services furnished by a partner or associate for occasional out-of-court services by identifying that person, the work performed and time spent on the worksheet.

Note: When preparing the voucher, counsel should break down their hourly claims by tenths of an hour, service category and hourly rate.

### **Non-Payable Time**

A few examples of time spent by court-appointed counsel that are not allowable are time spent preparing the CJA 20 voucher and lunch breaks.

### **Expenses**

Reimbursement will be allowed for actual (not estimated) expenses. Supporting documentation, such as receipts, must be submitted as an attachment in eVoucher for single item expenses in excess of \$50.

### **Telephone**

Toll and long-distance charges for out-going, case-related facsimiles and telephone calls and collect toll calls accepted from incarcerated clients are reimbursable; local charges are not. Telephone charges should be supported by submitting a telephone bill highlighting the calls pertaining to this defendant.

### **Postage**

Reimbursement will be made for the actual cost of case-related regular U.S. postage.

### **Copies**

Any claim for photocopying must clearly indicate the date, the source (e.g. in-house, FedEx Office, Staples, etc.), the number of pages copied and the actual cost per page. The presumptively reasonable reimbursement rate for photocopies is \$0.10 per page. Any claim for copy costs that exceeds \$0.10 per page must include with it a justification for reimbursement at a higher rate.

## **Copies of Medical Records**

Maine State law limits what can be charged for copies of medical records provided by a health care provider. The maximum that can be charged is \$5 for the first page and \$0.35 per page for additional pages with no maximum. See 22 MRSA § 1711-A.

If **voluminous photocopying** is anticipated (e.g. discovery), a CJA 21 voucher may be submitted in advance to obtain authorization for the incurred expense through a third-party service (for example Staples, FedEx Office – please note: the Court does not endorse any copy service provider). Please contact the Clerk’s Office with any questions about this procedure.

Reimbursement for printing briefs, regardless of the printing method utilized, is not reimbursable. However, the cost of photocopying or similar copying service is reimbursable. [Guide, § 230.66.40].

## **Discovery**

Most discovery is now provided electronically. Before printing all material, consider, whether it is truly necessary or if reading the material electronically may be easier and quicker (e.g. Adobe Acrobat has “search” functionality). Two laptops with limited, read-only document and audio player capability are available to be signed out by CJA counsel from the Maine Federal Defender Office. Consider using these laptops to review electronic discovery with your client at the jails.

Paralegals often bill at rates below the current compensable rate for CJA counsel. Consider procuring the services of a paralegal when combing through voluminous discovery, listening to or taking notes in wire intercepts, and reading transcripts. Counsel should bill for paralegal and law student time on a Form CJA 21. Please see the chart for Presumptive Maximum Rates for Expert Services on page 16 of this manual.

## **Travel**

Appointed counsel and other authorized service providers may be reimbursed for the actual cost of reasonably incurred travel expenses for case-related travel.

**Travel Time** (eVoucher Out of Court Service Type “d. Travel Time”) may be claimed only when travel is greater than 20 miles in distance. Mileage may still be claimed as a travel expense (Evoucher Expense “Travel Miles”).

Extraordinary travel or any travel involving an overnight stay related to CJA representation **must** be discussed in advance with the Clerk’s Office and a written authorization should be issued by the presiding judicial officer.

The CJA Plan allows reimbursement of expenses actually incurred CJA attorneys and authorized service providers should contact the Clerk’s Office for guidance on what incurred expenses are reasonable. The costs of the following items are not reimbursable: entertainment (movies, sightseeing tours); alcoholic beverages; parking fines/fees for traffic violations; and personal automobile expenses (such as personal accident insurance).

**Mileage Rates**

Dates of Travel	Rate Per Mile
February 1, 2009 to December 31, 2009	\$0.55
January 1, 2010 to December 31, 2010	\$0.50
January 1, 2011 to April 16, 2012	\$0.51
April 17, 2012 to December 31, 2012	\$0.555
January 1, 2013 December 31, 2013	\$0.565
January 1, 2014 to December 31, 2014	\$0.56
January 1, 2015 to December 31, 2015	\$0.575
January 1, 2016 to December 31, 2016	\$0.54
January 1, 2017 to December 31, 2017	\$0.535
January 1, 2018 to present	\$0.545

Any claims for mileage must indicate the date, number of miles traveled, start and end location, and the rate charged per mile.

**Proration of travel**

When traveling to visit clients in jail, consider combining trips if you have multiple clients in the same facility – especially distant facilities. You must then prorate your time and mileage evenly among the clients and highlight this fact on your voucher.

**Computer-Assisted Legal Research**

The cost of computer-assisted legal research services such as Lexis may be allowed as a reimbursable out-of-pocket expense provided the amount claimed is reasonable. Whenever charges for computer-assisted legal research are incurred, counsel must 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 case).

If the amount claimed is more than \$50, or if it includes costs for downloading or printing, counsel should include a brief statement of justification.

### **Prohibited Expenses**

- The cost of items of a personal nature purchased for or on behalf of the person represented is not reimbursable under the CJA. Such items include purchasing new clothing or having clothing cleaned, getting a haircut, or furnishing cigarettes, candy or meals.
- General office overhead including: personnel, rent, telephone service, secretarial services are not reimbursable. *CJA Guidelines* § 230.66.

### **Other**

- Paralegal expenses must be billed on a CJA 21 voucher.
- Counsel cannot bill in-court time for partners or associates or time spent conferencing with partners or associates, unless such counsel are specifically appointed. “In an extremely difficult case where the court finds it in the interest of justice to appoint an additional attorney, each attorney is eligible to receive the maximum compensation allowable under the CJA.” See *CJA Guidelines* § 230.53.20(a).
- Panel members who have support staff are encouraged to add secondary e-mail accounts to ECF so support staff can review Notifications of Electronic Filings (NEFs).

### **Witness Subpoenas**

Expenses related to the testimony of a witness, including service of subpoenas, witness fees and witness travel costs, **are not** paid out of the CJA appropriation. Instead, these expenses are paid by the Department of Justice through the United States Marshals Service.

Counsel must file a motion for subpoena at government expense, attaching the proposed subpoena. This must be filed *ex parte* in paper.

The USMS serves subpoenas for CJA court-appointed counsel. **CJA funds are not available to pay for private process servers, and attorneys should not hire a process server to serve these subpoenas.**

When submitting a subpoena for service to the USMS, counsel must fill out a USMS Form 285, Process, Receipt and Return Form for each witness. This form is available in paper format in the Clerk’s Office. A PDF-fillable version of the U.S. Marshal Form 285 can be located at <http://www.usmarshals.gov/process/usm-285.pdf>

There is also a publication from the USMS called “Public Defender’s Handbook” that provides detailed information concerning the manner in which the USMS assists court-appointed counsel with witness subpoenas and reimbursement issues. The handbook can be located at <http://www.usmarshals.gov/prisoner/pdhandbook.htm>

**Proration of Claims**

There may be times when proration of claims is appropriate. Whenever appointed counsel submit separate vouchers:

- Time spent in common on more than one indictment or case must be prorated among the indictments or cases on which the time was spent.
- Each indictment or case must be cross-referenced on the vouchers.
- Time spent exclusively on any one indictment or case may properly be charged on the voucher for that indictment or case.

Below is a table outlining appropriate prorations:

IF	WHETHER OR NOT	THEN	AND UNDER (d)(2) OF CJA
A defendant is charged in one indictment with severable counts	the counts are severed for trial	one voucher must be submitted	one maximum is applied
A defendant is charged in two or more indictments or informations (other than a superseding indictment or information)	the indictments are consolidated for trial	a separate voucher must be submitted for each case	a separate maximum is applied for each case
A single counsel is appointed to represent multiple defendants		Separate vouchers should be submitted for each defendant represented	A separate maximum is applied for each defendant

**Case Maximums**

- The case maximum applies **per defendant**.
- Maximum amounts do not include allowable expenses.

The maximum compensation allowed for various types of representations:

Type of Representation	Representation Furnished from 01/01/2015 to 12/31/2015	Representation Furnished from 01/01/2016 to 05/04/2017	Representation Furnished from 05/05/2017 to 03/22/2018	Representation Furnished on or after 03/23/2018
Felony	\$9,900	\$10,000	\$10,300	\$10,900
Misdemeanor	\$2,800	\$2,900	\$2,900	\$3,100
All Others, including but not limited to: <ul style="list-style-type: none"> <li>• Probation Violations</li> <li>• Supervised Release Violations</li> <li>• Material Witness</li> <li>• Grand Jury Witness</li> <li>• Trial Witness</li> <li>• Rule 5 Proceedings</li> </ul>	\$2,100	\$2,100	\$2,200	\$2,300

**Claims in Excess of the Statutory Maximum**

If the amount of compensation claimed exceeds the statutory maximum, a written statement to justify waiver of the maximum and to explain (1) how the case was “extended” and/or “complex” and (2) how the excess payment is “necessary to provide fair compensation” must accompany the voucher (attach as a document to eVoucher CJA 20). In lieu of a written statement, counsel may use the CJA 26 form “Guidance to Attorneys in Drafting the Memorandum” in eVoucher. Any voucher submitted in excess of the statutory maximum must be reviewed at the District

Court level and approved by the Chief Judge of the First Circuit or his/her designee.

If a case budget has been submitted and approved in a case and the final or interim voucher submitted exceeds the case budget figures and the case budget was not modified as the case developed, a letter in support of the claim in excess should also include an explanation of why the voucher total exceeds the projected case budget total. The forms and instructions can be found on the Court's website:

<http://www.med.uscourts.gov/forms-instructions>.

### **Approval & Payment**

Upon receipt of a CJA 20 voucher in eVoucher, the Clerk's Office:

- Reviews the CJA 20 information for accuracy, completeness and appropriate attachments;
- Routes the voucher for approval at the District Court level;
- Routes the voucher for approved by the First Circuit Court of Appeals (if necessary).

Currently, checks are printed and sent directly from the U.S. Treasury in Washington, D.C.; but, soon, payments will be made by electronic funds transfer.

### **Voucher Reduction Procedures**

Prior to the reduction of any voucher, other than for mathematical or technical errors, the Court will notify the CJA panel attorney via eVoucher of the proposed reduction. Notification will include a brief explanation, justification, cause, or basis for the reduction in the Notes section of the Confirmation tab in eVoucher. The CJA attorney will then have the opportunity to either submit a written attachment to the Documents tab in eVoucher or submit a comment in the Notes section of the Confirmation tab addressing the matter or agreeing to the suggested reduction.

# **CJA 21 Authorization and Voucher for Expert and Other Services**

## **Prior Authorization**

All attorneys appointed to provide representation under the Criminal Justice Act, 18 U.S.C. § 3006A, may request, under subsection (e) of the Act, authorization to obtain investigative, expert and other services necessary for adequate representation, to be paid from funds appropriated for the administration of the Act.

When a court-appointed attorney determines that expert services are required to represent his/her client, court authorization to obtain services must be obtained by the attorney of record. Court authorization is obtained by counsel submitting an *ex parte* CJA 21 pre-authorization via eVoucher, which serves as a motion to the Court for authorization.

**The Court requires that counsel seek prior authorization in each instance expert services are required.** The Court may disallow any claim for expert services that has not received prior authorization, particularly those that exceed the \$800 per case limitation.

**When seeking authorization**, complete an *ex parte* CJA 21 pre-authorization indicating:

- why the service is necessary;
- the expert's hourly rate; and
- the estimated cost of services.

Once the CJA 21 pre-authorization in eVoucher has been approved by the Court, counsel will be notified in eVoucher.

## **CJA 21 Authorizations are “Not-to-Exceed” Approvals**

Authorizations signed by the Court for CJA 21 expert services should be viewed as “not to exceed” contracts between the CJA attorney and the expert. Be sure to advise your expert that the Court has only approved the amount authorized and that, if the expert is going to need to exceed the approved amount for any reason, the attorney will have to seek additional approval from the Court. If counsel anticipates exceeding the original amount approved, counsel should justify the request by submitting a supplemental CJA 21 that explains why the supplemental request is either (1) necessary to provide fair compensation for services above the initial amount sought or (2) necessary because of circumstances of an unusual character, complexity or duration. Approval must be obtained from the presiding



judge **before** any further service is provided. Counsel are advised to proactively manage their expert's costs by monitoring ongoing costs and making the expert aware that the court-approved amounts are considered "not-to-exceed" contracts.

The final CJA 21 is submitted for payment *ex parte* via eVoucher and shall not be revealed without the consent of the defendant. Counsel **should not** pay any expert service provider directly.

Forms and instructions are available to assist counsel from the Court's website at <http://www.med.uscourts.gov/forms-instructions>.

### **Presumptive Maximum Rates for Expert Services**

The Court has established the following **maximum presumptive rates** for expert service providers. As lower rates are readily available in Maine, counsel are encouraged to negotiate rates lower than the following:

<u>Type of Provider</u>	<u>Maximum Hourly Rate Allowed</u>
Paralegal	\$50
Investigator	\$90
Legal Analyst/Consultant/Mitigation Expert	\$100
Computer Forensics Expert	\$250
Mental Health Professional/Psychologist	\$250
Psychiatrist/Medical Doctor/Pathologist	\$300
Certified Interpreter for actual hours worked	\$59
Non-certified Interpreter for actual hours worked	\$35

### **Submitting the CJA 21 for payment of services**

At the conclusion of the expert services, or when the CJA attorney is certain the expert service provider's services are complete and will not be used again in the case, the attorney will submit a final CJA 21 authorization for payment via eVoucher attaching the expert's invoice to electronic CJA 21. The invoice should describe in detail:

- the dates of service;
- the service provided;
- the amount of time spent and the rate charged; and
- itemized expenses, if any.

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.

The CJA attorney will review the expert's invoice and information for accuracy and certifying that the services were rendered for this case.

The maximum compensation for expert services since January of 2016 is \$2,500

NOTE: Maximum amounts do not include allowable expenses.

If the amount of compensation claimed on the CJA 21 exceeds the statutory maximum, a written statement justifying the services provided as "extended" and/or "complex" must accompany the voucher, even when prior authorization for that amount has been obtained. Any voucher submitted in excess of the statutory maximum must be reviewed at the District Court level and approved by the Chief Judge of the First Circuit or her/his designee.

Checks are issued directly to experts by the U.S. Treasury in Washington, D.C.

### **Special Instructions for Interpreter Services**

When first contacting an interpreter, a CJA attorney is encouraged to negotiate reasonable hourly rates for interpreting and/or translation services. In no event may the rates exceed those set forth below, without Court approval. Prior Court authorization to obtain services should be obtained by the attorney by submitting an *ex parte* CJA 21 voucher.

#### **Maximum Compensation Rates for Interpreting**

Interpreters will be permitted to bill only for actual hours worked.

For work performed on or after October 1, 2015, unless otherwise ordered by a judge of this Court, AO Certified or Professionally Qualified interpreters may be paid up to \$59.00 per hour, not to exceed the current "full day rate" for such interpreters as established by the Administrative Office of the U. S. Courts. Non-certified or language-skilled interpreters may be paid up to \$35.00 per hour, not to exceed the current "full day rate" for such interpreters as established by the Administrative Office of the U. S. Courts.

The Court has adopted the following presumptively reasonable maximum hourly rates for CJA interpreters:

**Certified:           \$59/hour, not to exceed the full-day rate of \$418**  
**Non-Certified:   \$35/hour, not to exceed the full-day rate of \$202**

## Compensation Rates for Translation

The U.S. District Court in Maine has adopted as reasonable the following rate schedule recommended by the Administrative Office of the U.S. Courts and set by the United States Department of State. Translation of documents is to be billed on a per-word basis only.

### Chart – Compensation Rates for Translation

Type of Material	Cost/Words	Description
General	16.5¢ per word	Fairly rapid translation containing little or no specialized terminology.
Semi-technical	17¢ per word	Some specialized terminology & requires a fair amount of research by an experienced translator.
Technical	18.5¢ per word	Replete with highly specialized or esoteric terminology requiring special expertise and/or painstaking & lengthy research by an experienced translator.

### Approval and Payment

Upon receipt by the Clerk's Office of a complete and accurate eVoucher CJA 21 to authorize payment, with appropriate attachments, the voucher is processed as follows:

- Reviewed for accuracy and completeness;
- Approved at the District Court level; and
- Approved by the First Circuit Court of Appeals (if necessary).

Checks are issued directly to experts by the U.S. Treasury in Washington, D.C.

## **CJA 24 – Request and Authorization for Transcripts**

Payment for transcripts is not payable on a CJA 20 voucher. CJA counsel must request a transcript using the eVoucher CJA 24 voucher for Authorization and Payment of Transcript. The District of Maine's Official Court Reporters are Dennis Ford (831-8056), Lori Dunbar (749-4072) and Tammy Martell (272-5566) in Portland and Julie Edgecomb and Melissa Merenberg (945-5856) in Bangor.

## CJA - In General

Congress has mandated that the amounts paid to court-appointed counsel and experts may be disclosed to the public, subject to the consideration of special circumstances. The Criminal Justice Act, as amended in 1998, mandates disclosure of amounts paid to court appointed attorneys **upon the Court's approval of the payment.**

- (a) To satisfy the requirements of the CJA, courts may release copies of the payment vouchers (the top sheets of completed forms CJA 20 or CJA 30), redacted or unredacted, depending on the state of the particular case and the statutory consideration involved.
- (b) Documentation submitted in support of, or attached to, payment claims is not covered by the CJA and need not be disclosed at anytime.

For further information:

<http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/vol7PartA/vol7PartAChapter5.aspx>

The CJA Plan is on the Court website: <http://www.med.uscourts.gov/cja-plan>

## How to Contact Us

**Please feel free to contact us with any questions:**

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