

## INSTRUCTIONS FOR COMPLETING THE CJA 20 WORKSHEETS

### **In Court Hourly Worksheet:**

The attached worksheet must be filled out by the appointed counsel for all *time spent in court*. The worksheets must be submitted with your completed CJA-20 Voucher. All information must be typewritten in the fillable .pdf form. Please include the following information:

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.  
The Name of the Defendant that you are representing.  
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
2. For each in-court service rendered, provide the following:
  - a. The date that the service was performed
  - b. A brief description of the service performed
  - c. The time spent performing the service

The time spent performing the service must be reported in hours and *tenths of hours*, using percentages. *Examples - .1, 2.2, 3.5, 1.6, etc. (Tenths of hour)*  
The time reported must be listed under the appropriate *in court* service category, such as Arraignment and/or Plea, Motions and Requests, Bail Hearings, etc.

Once all *in court* services have been documented, the hours column pertaining to each service category must be totaled. If more than one page is required, a page total should be provided on each page. A grand total of all page totals should be provided on the final page. The grand total for each service category will then be transferred to Item #17 on the CJA-20 Voucher Form. Please list each category separately to arrive at the total hours for all *in court* services. The *in court* compensation should then be calculated by multiplying the applicable rate per hour by the total hours. Current rates are available at → [http://www.nynd.uscourts.gov/documents/HourlyRates\\_000.pdf](http://www.nynd.uscourts.gov/documents/HourlyRates_000.pdf)

3. Each page should be numbered. Examples - Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA-20 Voucher, the *in court* worksheet(s) must be attached to the CJA-20 Voucher Form.

### **Out of Court Hourly Worksheet:**

The attached worksheet must be filled out by the appointed counsel for all *out of court* time. The worksheets must be submitted with your completed CJA-20 Voucher. All information must be typewritten in the fillable .pdf form. Please include the following information:

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.  
The Name of the Defendant that you are representing.  
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
2. For each *out of court* service rendered provide the following:
  - a. The date that the service was performed
  - b. A brief description of the service performed
  - c. The time spent performing the service

The time spent performing the service must be reported in hours and *tenths of hours*, using percentages. *Examples - .1, 2.2, 3.5, 1.6, etc. (Tenths of hour)*

The time reported must be listed under the appropriate *out of court* service category. Example - Interview and Conferences, Obtaining and Reviewing Records, Legal Research and Brief Writing, Travel Time, etc.

Pursuant to The Guide to Judiciary Policies and Procedures, Volume VII, Chapter 2.26, compensation shall be approved for time spent in necessary and reasonable travel. Effective 6/09/2009: CJA Panel Attorneys may be reimbursed for travel to and from court (or the place where service is rendered) if travel time is less than one hour.

Once all *out of court* services have been documented, the hours column pertaining to each service category must be totaled. If more than one page is required, a page total should be provided on each page. A grand total of all page totals should be provided on the final page. The grand total for each service category will then be transferred to Item #18 on the CJA-20 Voucher Form. Please list each category separately to arrive at the total hours for all *out of court* services. The *out of court* compensation should then be calculated by multiplying the applicable rate per hour by the total hours. Current rates are available at -> [http://www.nynd.uscourts.gov/documents/HourlyRates\\_000.pdf](http://www.nynd.uscourts.gov/documents/HourlyRates_000.pdf)

3. Each page should be numbered. Examples - Page 1 of 2, Page 2 of 2, etc.

Once all necessary information has been completed and transferred to the CJA-20 Voucher, the *out of court* worksheet(s) must be attached to the CJA-20 Voucher Form.

### **Other Expense Worksheet:**

The attached worksheet must be filled out by the appointed counsel for all *other expenses* incurred in the defense of a client under the CJA. The worksheets must be submitted with your completed CJA-20 Voucher. All information must be typewritten in the fillable .pdf form. Please include the following information:

1. The Case Number and CJA-20 Voucher Number pertaining to the claim.  
The Name of the Defendant that you are representing.  
The Voucher Number - Refer to the CJA-20 Voucher (upper right-hand corner)
  
2. For each *Expense Item* claimed please provide the following:
  - a. The date that the service was performed
  - b. A brief description of the service performed
  - c. The time spent performing the service

Attach supporting documentation. Example - receipts, canceled checks and invoices for all expenses over \$50. Such expense items as mileage and copying should show total miles. Mileage rate is available at <http://www.nynd.uscourts.gov/documents/mileage.pdf>  
The expenses incurred should then be listed under the appropriate other expense category. IE. Mileage, Parking, Meals, etc.

Once all *other expenses* have been itemized, total each column listing the total amount on the bottom of the worksheet. Transfer and list *other expense* categories and the applicable totals under item #19 on the CJA-20 Voucher Form. The *other expense* worksheet(s) must be attached to your CJA-20 Voucher when it is submitted to the court for payment.