

CJA30 Compensation Rates in eVoucher (updated 3/28/18)

Hourly Attorney Rates

Work performed on or after:	
March 1, 2014	\$180
January 1, 2015	\$181
January 1, 2016	\$183
May 5, 2017	\$185
March 23, 2018	\$188

Mileage Rates

<u>Date Travel Occurred</u>	<u>Reimbursable Amount</u>
On or after April 17, 2012	.555 mile
On or after January 1, 2013	.565 mile
On or after January 1, 2014	.560 mile
On or after January 1, 2015	.575 mile
On or after January 1, 2016	.540 mile
On or after January 1, 2017	.535 mile
On or after January 1, 2018	.545 mile

Photocopy Rate

Copies made “in-house” will be reimbursed in an amount up to and including 15¢ per page. Please show on the Expenses tab the number of copies made and the cost per copy. All photocopy charges incurred outside of appointed counsel’s office by a commercial vendor require a receipt, attached as a PDF document, and identified as a receipt for copies.

Facsimile Rate

Facsimiles sent “in-house” will be reimbursed in an amount up to and including \$1.00 per page. Please show this expense on the Expenses tab and indicate the number of pages sent and the cost per page. All facsimiles’ charges incurred outside of the appointed counsel’s office by a commercial vendor require a receipt, and attached as a PDF document, and identified as a receipt for Fax.

Legal Assistants/Paralegals/Law Students - Statutory Maximum \$7,500

Legal assistants, paralegals, and law students may be compensated at an hourly rate less than that paid to appointed counsel. Requests for compensation for time expended by legal assistants, paralegals, and law students must be submitted on a CJA Form 31. No prior authorization is required but counsel must submit the name of the service provider to the court for entry in the eVoucher database. See Instructions for Completing the CJA 21/31 vouchers. Counsel will provide an explanation of the services provided, the hourly rate requested, and the time expended. Such justification statement should be submitted as a separate document,

scanned in PDF format, and attached as a document in the Documents Tab, identified as a justification statement. Reimbursement will not be provided for services that are considered secretarial work, even if provided by paralegals or legal assistants. Counsel should submit supporting hourly worksheets as a PDF document in the Documents Tab. The CJA Form 31 should be submitted with the final CJA 30 after the mandate has issued.

Please Note

In addition to the above-mentioned receipts, the Court also requires receipts for the following expenses. Please **circle** the **date** and **amount claimed**. **All receipts must be scanned and attached as PDF documents in the Documents Tab and identified with specificity.**

1. Long distance phone charges in excess of \$50. The receipt should be the itemized invoice. Please **circle** the date, telephone number, and amount. Please note on the receipt who the calls were made to or received from.
2. Expenses related to computer assisted legal research (Lexis, Westlaw, etc.) must be accompanied by the itemized invoice showing the number of minutes, client's name or reference number, and the amount charged. Please **circle** the applicable charges being claimed.
3. Postage expenses for overnight delivery or courier services require a detailed receipt.
4. Travel expenses for oral argument should be itemized and accompanied by receipts. The Court requires the hotel's detailed itemized receipt showing the cost of the room and the taxes charged. Detailed meal receipts are also required for meals totaling over \$25. Please remember that alcoholic beverages are not part of the allowable expenses. Receipts for public transit or taxi from office to airport, airport to hotel or courthouse, and return. (Car rental is not a reimbursable expense.)