

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE**

**CJA eVOUCHER  
REQUIRED DOCUMENTATION FOR VOUCHERS**

<b>DOCUMENT TYPE</b>	<b>SUPPORTING DOCUMENTATION REQUIRED BY ATTORNEY</b>
<b>AUTH</b> Authorization for Expert and Other Services	(1) Curriculum Vitae for Expert; (2) Memorandum in support of request; (3) If excess compensation requested, Appendix 3A must be attached.
<b>AUTH 24</b> Authorization for Payment of Transcript	None
<b>CJA 20</b> Appointment of and Authority to Pay Court-Appointed Counsel	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 20 - EXCESS COMPENSATION</b> CJA 20 Exceeding Statutory Maximum	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Memorandum in support of excess compensation OR CJA-26 Form; (3) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 20 – BUDGETED OR “MEGA” CASE</b> CJA 20 for Case Exceeding \$39,000	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Copy of approved case budget signed by district and circuit court judges; (3) Copy of order approving interim payments (if not included in case budget); (4) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 21</b> Authorization and Voucher for Expert and Other Services	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Invoice(s) submitted by service provider; (3) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 21 – EXCESS COMPENSATION</b> CJA 21 Exceeding Statutory Maximum	(1) Receipts for any reimbursable expense \$50 or over (except mileage) (2) Copy of Appendix 3A signed by district and circuit court judges; (3) Invoice(s) submitted by service provider; (4) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 21 – BUDGETED OR “MEGA” CASE</b> CJA 21 for Case Exceeding \$39,000	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Copy of approved case budget signed by district and circuit court judges; (3) Copy of order approving interim payments (if not included in case budget); (4) Invoice(s) submitted by service provider; (5) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 24</b> Authorization and Voucher for Payment of Transcript	Invoice(s) for transcript (contract reporters only)
<b>CJA 30</b> Death Penalty Proceedings: Appointment of and Authority to Pay Court-Appointed Counsel	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Copy of budget order signed by district and circuit court judges; (3) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>CJA 31</b> Death Penalty Proceedings: Voucher for Expert and Other Services	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Copy of budget order signed by district and circuit court judges; (3) Invoice(s) submitted by service provider; (4) Memorandum of justification if submission of voucher exceeds 45 days after termination of appointment (end of case or substitution of counsel)
<b>INTERIM PAYMENTS (CJA20/21/30/31)</b>	(1) Receipts for any reimbursable expense \$50 or over (except mileage); (2) Memorandum in support of interim payment and/or copy of order granting interim payments
<b>TRAVEL</b> Authorization for Payment of Travel	(1) Copy of order authorizing travel expenses for service provider (budgeted cases); (2) Memorandum of justification (non-budgeted cases)