

OFFICE OF THE CLERK
UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT
540 POTTER STEWART UNITED STATES COURTHOUSE

KELLY MOCAHBEE
FINANCIAL ADMINISTRATOR

100 EAST FIFTH STREET
CINCINNATI, OHIO 45202-3988

TELEPHONE: (513) 564-7073
WEBSITE: www.ca6.uscourts.gov

Date: March 18, 2016

Subject: CJA Excess Voucher Supportive Documentation Guidelines

Purpose

The purpose of this memo is to provide written guidelines to the district courts on the documents that must accompany excess vouchers as they are sent to the circuit for approval. Not all excess compensation vouchers need to be transferred to the circuit for approval as described below.

Supplemental Documentation Requirements

When district courts transfer excess vouchers to the circuit in eVoucher for approval, each voucher should have the supportive documentation as follows:

Budgeted cases

The budget is approved by the Chief Judge's CJA delegate. Therefore, for budgeted cases, once the budget has been approved, CJA- 20, CJA-21, CJA-30 and CJA-31s can be paid at the district court level as long as each voucher is within the budget. Only the **final** voucher needs to come to the circuit for approval, with a copy of the budget attached to the final voucher.

Non-budgeted cases:

All excess compensation vouchers in non-budgeted cases need to come to the circuit for approval. They should include the documentation as follows:

- CJA – 20
 - Letter from the district court judge
 - CJA-26 or justification memo from the attorney

- CJA – 21 Appendix 3A (formerly Appendix C)
 - Prior approval should be sought by using "Appendix 3A"
 - Once approved, only the final voucher needs to come to the circuit
 - Appendix 3A must be attached to the final voucher

If you have any questions, contact the Clerk's eVoucher team (Carol Field, Lori Nethero, Kelly Mochabee and Susan Rogers).