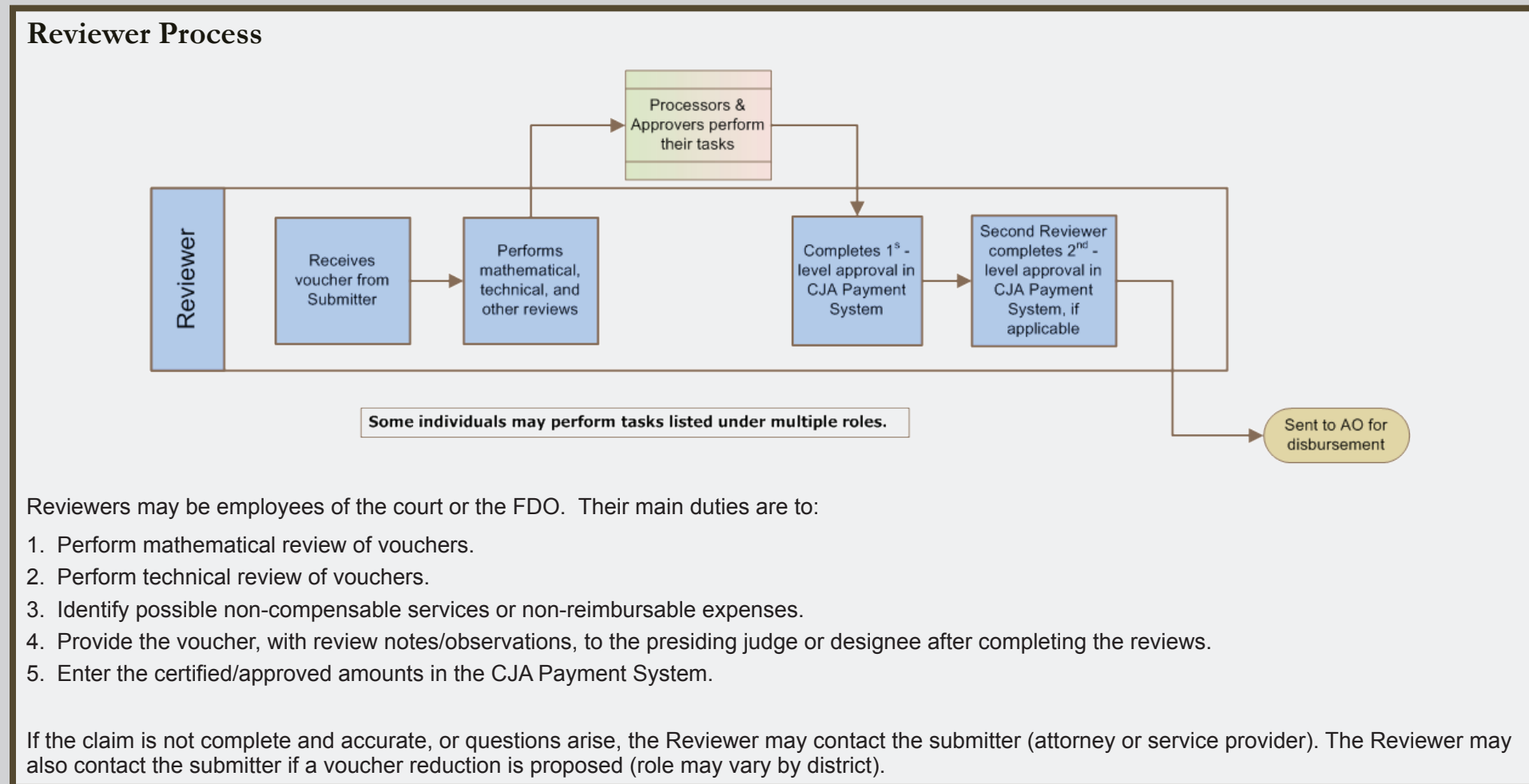


Reviewer Process



Reviewers may be employees of the court or the FDO. Their main duties are to:

1. Perform mathematical review of vouchers.
2. Perform technical review of vouchers.
3. Identify possible non-compensable services or non-reimbursable expenses.
4. Provide the voucher, with review notes/observations, to the presiding judge or designee after completing the reviews.
5. Enter the certified/approved amounts in the CJA Payment System.

If the claim is not complete and accurate, or questions arise, the Reviewer may contact the submitter (attorney or service provider). The Reviewer may also contact the submitter if a voucher reduction is proposed (role may vary by district).

Mathematical Reviews

To complete a mathematical review:

- Recalculate all hours claimed carefully to ensure accuracy.
- Make sure that all time is submitted in hours and tenths of an hour.

Reviewer Process

Technical Review

To complete a technical review:

- Verify that correct form is used and applicable items are completed.
- Verify that correct mileage rates are used.
- Verify that all required supporting documents are attached.
 - Itemized receipts
 - Phone bills
 - Timesheets
 - Justification memorandum for amounts exceeding applicable statutory maximums
 - Up to \$800 per case, excluding expenses, may be expended on investigative, experts, and other services without prior authorization.
 - Fees expended on services with prior approval do not count towards the “\$800 without prior authorization limit.”
 - Prior authorization, or an explanatory memo, where prior authorization is required
 - Cost of investigative, expert, and other services that exceed the “\$800 without prior authorization limit.”
 - Cost of investigative, expert, and other services that exceed \$2,400, excluding expenses, for non-capital cases OR \$7,500 total fees and expenses for capital representations

Reimbursable Expenses (Examples)

- Out-of-pocket expenses reasonably incurred:
 - Computer-assisted legal research
 - Telephone toll calls
 - Facsimile (fax) transmissions
 - Copying
 - Postage
 - Court-authorized transcripts
 - Travel expenses involving CJA work
 - Subsistence (e.g., lodging and meals)
 - Miscellaneous expenses (e.g., taxi fares and tips to the taxi driver, checked baggage fees)
 - Airfare, rental car, private auto mileage, etc. depending upon circumstances

Non-Reimbursable Expenses (Examples)

- General office overhead:
 - Rent
 - Telephone service
 - Secretarial expenses
- Items of a personal nature purchased for or on behalf of the person represented:
 - New clothing or having clothing cleaned
 - Haircut
 - Cigarettes, candy, or meals
- Printing briefs
- Taxes paid on attorney compensation received under CJA
- Alcoholic beverages
- Entertainment (e.g., movies, sporting events, sightseeing tours)
- Parking fines or fees for traffic violations
- Personal automobile expenses (e.g., personal accident insurance and personal effects coverage)