

Biannual Notice for CJA Panel Attorneys

Re: Contemporaneous Time Keeping and CJA-26 Requests

CONTEMPORANEOUS TIME KEEPING

Counsel are reminded that beginning with the appointment and the first appearance in court, the Court has an expectation that all time and expenses be entered in eVoucher contemporaneously (i.e., daily or close to daily). This practice should continue throughout the life of the case. At the conclusion of the case, completion of the voucher should be quick and straightforward, as all time and expenses should be accounted for and documented.

CJA-26 (REQUEST TO EXCEED STATUTORY CASE COMPENSATION MAXIMUM)

Counsel are also reminded that case budgeting is a component of eVoucher that was adopted by the Court for use in the District of Arizona. Requests to exceed the statutory maximum are to be submitted IN ADVANCE of expending those funds. It is incumbent upon the attorney to regularly monitor the funds available and timely file the required CJA-26, if necessary. If time and expenses are entered contemporaneously as is required by the Court, this should not be an issue.

Distributed via eVoucher on the following dates:

3/1/2017

9/7/2017

3/1/2018

9/4/2018

3/1/2019

9/13/2019

3/2/2020