Most Common CJA Errors

45-Day Deadline & Late Letters	Vouchers shall be submitted no later than 45 days after the defendant is sentenced or the case is otherwise disposed of in district court. Any voucher submitted beyond 45 days and less than one year after a defendant is sentenced or the case is otherwise disposed of in district court must be accompanied by a letter demonstrating good cause why the voucher should be paid. See AZD Billing Guide Section II.C.
$1,000 Maximum for Experts Without Prior Approval	Attorneys are permitted to utilize $1,000 (per representation, NOT per type of expert) to obtain investigative, expert, and other services. If an attorney knows they will exceed the $1,000 they should request funds via an AUTH in eVoucher as soon as possible. See: AZD Billing Guide Section V.B.
Splitting time between cases (including criminal and supervised release cases)	Each case is a separate representation. All shared time such as hearings (i.e. Admit-Deny/COP and Final Disposition/Sentencing held together); travel time, CCA visits, etc. must be split and should be billed accordingly on vouchers in each case. See AZD Billing Guide Section II.H.5.
Travel time	Travel time is to be split amongst all cases on which travel occurred. Time or expenses "spent in common" includes work performed simultaneously or within the same unit of time, or expenses incurred, for more than one representation (e.g., travel on behalf of more than one client). Double billing of time or expenses is prohibited (e.g., billing the same travel time or expenses to more than one representation). See AZD Billing Guide Section II.I.5.
Mileage	Mileage is to be billed to one case. Not split amongst several cases. While time spent in common on more than one CJA representation must be prorated, the entire amount of travel expenses or other expenses applicable to more than one CJA representation must be billed to one representation. The supporting materials to the voucher on which the expenses are billed must cross-reference the other CJA representations. (See §230.50 and AZD Billing Guide Section II.H.5.
Travel	Travel outside the District of Arizona or requiring an overnight stay must have advance authorization from the court. You must file a motion with the assigned judge requesting permission for travel ***in advance*** of said travel. See AZD Billing Guide Section III.E.

Clerical Items	Clerical work, even if performed by an attorney, may not be claimed. Clerical work includes work customarily performed by non-professional employees and work that can be performed by a non-attorney for counsel to be able to render directly professional services. Such tasks include but are not limited to scheduling hearings, client visits and and/or meetings. See AZD Billing Guide Section II.H.
Legal Research	Legal research must briefly state the issue researched or purpose of the research. See AZD Billing Guide Section II.I.4.
Receipts	You must attach an itemized receipt and proof of payment for expenses over $50.00. Copies of receipts must be legible. Expense receipts must contain an itemized list, not just the credit card slip. Travel expense receipts must include detailed breakdown. Credit card slip only is not sufficient.
Review of Guides	AZD Billing Guide Ninth Circuit Compensability Handbook Ninth Circuit CJA Policies and Procedures Guide to Judiciary Policy, Vol. 7 – Defender Services AZD CJA page
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