

**DISTRICT OF ARIZONA GUIDELINES
FOR CLAIMS SUBMITTED FOR REIMBURSEMENT
PURSUANT TO THE CRIMINAL JUSTICE ACT**

Where persons accused of committing a federal crime establish they are financially unable to retain private counsel, and where the offense or offenses qualify for Court appointed counsel, the Court may appoint counsel to be paid from public funds pursuant to the Criminal Justice Act (18 U.S.C. §3006A) (CJA) and the Criminal Justice Act Plan for the District of Arizona. To facilitate this process, these Guidelines have been adopted by the Court.

Every attorney who is paid out of the public funds designated for the payment of legal services rendered under the CJA has the responsibility to exercise prudence and restraint when preparing a voucher for payment. Such attorneys have an obligation to limit expenses to the greatest extent possible while still providing full, effective and fair representation of the client. In addition to the Guidelines, it is the obligation of each CJA attorney to comply with *The Judiciary Guidelines for Administering the CJA and Related Statutes*, applicable local rules, court orders, and notices.

It is the responsibility of the Court to ensure that all services and expenses funded under the CJA are those necessary and reasonable for effective representation by counsel.

1. Actual and Reasonable Work and Expenses

a. Only actual and reasonable work performed and expenses may be claimed or compensated. In claiming compensation, billing judgment must be exercised as to the reasonableness of all compensation claimed. Where more time was expended than is claimed for compensation, counsel may so indicate on the voucher.

b. Failure to exercise billing judgment, recurring violations of these Guidelines, and unreasonable claims may result in reduction or denial of claims and removal from the CJA panel.

c. Time spent on overlapping services in multiple cases (e.g., research, court appearances, waiting time) must be allocated appropriately among the cases and may not exceed the actual time expended. This includes cases where there is a new case and a supervised release/probation violation case.

d. Regarding preparation of "boiler-plate" notices and motions not necessitating legal research, e.g., motion to seal, motion to continue, notice of change of plea hearing, or any other routine filings, which typically involve modifying the date, case caption and/or case number: only time newly expended in adapting previously-used documents may be claimed.

e. Time expended on extended discussion of fundamental principles of law well known to the court and to opposing counsel may not be claimed. For example, claims for research relating to basic and general sentencing principles, i.e., "research re *Booker, Gall, Kimbrough*, etc.", or "cut and paste" of legal and historical discussions about *Booker* and its progeny, are not considered reasonable or compensable. Where facts and research are essential

to an argument for reduced sentences, the argument must be tailored to the specific case to be compensable.

f. Claims for reviewing a Notice of Electronic Filing (NEF) and associated documents must include the document numbers. No time may be claimed for reviewing an attorney's own NEFs.

g. Claims for conferences with family representatives must reference the subject of the communication.

h. Ten or more hours billed in a single day is unusual, absent extraordinary circumstances. Billable hours in a day should not exceed ten unless in trial.

i. Charges for a facsimile transmission are limited to \$.10 per page. Charges for in-house copy work is limited to \$.20 per page or actual cost, whichever is less. The number of pages for copy work and faxes must be referenced on the expense worksheet and shall include a brief description of the copy work.

2. Tasks Not Compensable

a. 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. Work performed by a non-attorney may be claimed and compensated in accordance with orders of the court authorizing such work.

b. Time spent accessing and storing Notices of Electronic Filing ("NEFs") is clerical and not compensable.

c. Retrieving or holding property of a defendant or inquiries regarding the same is generally not compensable.

3. Record Keeping

a. Attorneys must maintain contemporaneous time and attendance records daily for all work performed. Records are subject to audit and must be retained for three years after approval of a final voucher for appointment. (Reference: Volume 7, Part A., Chapter 2, Section 230.76 of *The Judiciary Guidelines for Administering the CJA and Related Statutes.*)

b. The Court will conduct an annual review of attorneys who have claimed compensation of more than 1,000 hours in the preceding fiscal year. (Reference: Volume 7, Part A., Chapter 2, Section 230.80 of *The Judiciary Guidelines for Administering the CJA and Related Statutes.*) An attorney may be required by the Court to perform a self-audit or pay the cost of an independent audit.

c. Records must allow determination of all time worked on all CJA cases in a single day.

d. Proof of payment is required for all itemized expenses in excess of \$50.00. This includes a receipt, copy of front and back of canceled check, or credit card statement. An invoice is not considered proof of payment. Reviewers may ask for proof of payment for items under \$50.00 when deemed necessary.

e. In accordance with Section 230.13 of *The Judiciary Guidelines for Administering the CJA and Related Statutes*, all Criminal Justice Act (“CJA”) vouchers should be submitted no later than 45 days after the final disposition of the case. Any voucher submitted beyond 45 days and less than one year after a defendant is sentenced or the case is otherwise disposed must be accompanied by a letter demonstrating good cause why the voucher should be paid. The Court may reject any voucher that lacks good cause for being submitted late. Unless otherwise ordered by the Court, the Clerk is directed to reject any voucher submitted one year or more after the case is closed.

4. Descriptions of Tasks

a. Descriptions of services must be adequate to understand the service and to evaluate the reasonableness of the time claimed.

b. Claims for legal research must state the issue researched.

c. Discrete tasks must be described and the time quantified separately.

1. However, one task each day of less than .1 hour may be claimed at .1 hour if no other service is claimed for that day with which it can be quantified.

2. Multiple tasks on one day of less than .1 hour each must be quantified together at no more than the total actual time expended on all tasks, or quantified with another task on the same day.

3. If the activities fall into multiple categories as identified on the Out of Court section of the CJA 20 form (i.e., Interviews; Record Review; Legal Research and Writing; Travel; and Investigative/Other Work), the 0.1-hour entry may be entered in any applicable category.

4. The aggregate time claimed, during the total period of representation, for single tasks requiring less than six minutes will be evaluated for reasonableness and may be subject to a reduction.

d. Claims for document review may not exceed the actual time spent and must state specifically the nature of material reviewed and the number of pages.

5. Travel

a. Only actual travel time and mileage may be claimed. The Court relies on the use of internet mapping sites to determine the maximum allowable claims. Variables such as

excessive congestion or construction will not be considered. With respect to CCA-Florence, round trip travel time is limited to three hours. If it is necessary to exceed this limitation for effective representation, Court authorization is required.

b. Travel time and mileage is based on an attorney's address of record as registered with the Court's ECF system, or on a service provider's address as listed on the voucher. If travel claimed is to/from any other address, the complete alternative address must be noted in the affected voucher entries or in an attachment to the voucher. If there is a change of address during the course of a representation, the prior complete address must be listed in the affected voucher entries, otherwise time and mileage will be calculated based on the address of record at the time of submission.

c. Travel time and mileage to and from the courthouse is computed from the attorney's office, not attorney's home, unless home is the office. Compensation for one-way travel time and mileage between office and courthouse is limited to a maximum of 0.8 hours and 30 miles. Compensation for one-way travel time to walk between office and courthouse is limited to a maximum of .2 hours. Compensation for travel time via public transit (e.g. light rail) shall not exceed what would otherwise be paid for driving to and from the courthouse. The cost for any fare paid when using public transportation is not compensable.

d. Attorneys must obtain advance authorization from the Court for travel outside the district. Absent such authorization, the attorney must demonstrate the travel was necessary and prior authorization could not have been obtained. Ordinarily, compensable time for travel includes only those hours traveling and waiting for transit. Accordingly, if a Court authorized trip requires overnight lodging, compensable travel time to the destination from the attorney's office terminates upon arrival at the place of accommodation. Compensable time includes travel time returning directly to the attorney's office. (Reference: Volume 7, Part A., Chapter 2, Section 230.60(b) of *The Judiciary Guidelines for Administering the CJA and Related Statutes.*)

e. Reasonable within-district travel for investigative purposes, e.g., travel to an Indian reservation, does not require prior authorization unless an overnight stay is anticipated.

f. Actual mileage driven must be recorded for all mileage claims.

g. Receipts must accompany all claims for non-mileage related travel expenses, including parking, tolls, taxi, airfare, lodging, meals, etc.

h. Reimbursement for meals is allowable only when the traveler has received authorization for overnight travel.

i. Travel costs must not exceed the prevailing limitations for travel and subsistence expenses governing federal employees and they must be reasonable.

j. While time spent in common on more than one case must be prorated among the vouchers for cases on which the time was spent, the entire amount of travel or other expenses applicable to more than one representation must be billed to one representation. The materials supporting the voucher on which the expenses are billed must cross-reference the other CJA

representations. (Reference: Volume 7, Part A., Chapter 2, Section 230.50(e) and (f) of *The Judiciary Guidelines for Administering the CJA and Related Statutes.*)

6. Expert and Non-Expert Services Over \$800

a. Any expenditure over \$800.00 must be authorized in advance by the Court. For expert services, this maximum applies per representation, not per service type. (Reference: Volume 7, Part A, Chapter 2, Section 310.20 of *The Judiciary Guidelines for Administering the CJA and Related Statutes.*)

b. The Court will strictly apply the requirements set forth in 18 U.S.C. § 3006A(e). If the cost of services for a case is anticipated to exceed the \$800.00 limitation, application to exceed this amount must be made at the onset. Any request seeking *nunc pro tunc* authorization for services rendered in the interest of justice must include justification to support a finding that timely procurement of such services could not practicably await prior authorization.

c. The cost of goods or non-expert services may be claimed as an Other Expense on Form CJA 20. Claims for expert services must be filed on Form CJA 21 and be in accordance with the presumptive hourly fee schedule set forth on the District's Internet website. Approval to exceed the presumptive hourly rate must be obtained in advance. If a particular type of service is not listed on the Court's fee schedule, the request and justification must be based on the market rate.

7. Violation of Guidelines

Violation of these Guidelines may result in reimbursement of payments received, suspension or removal from the CJA Panel.