

**UNITED STATES COURTS
DISTRICT OF IDAHO
OFFICE OF THE CLERK**

James A. McClure Federal Building and U.S. Courthouse
MSC # 039, 550 W. Fort Street
Boise, Idaho 83724
TEL 208-334-1074
FAX (208) 334-9033



CAMERON S. BURKE
CLERK OF COURT

The following list has been created to assist you in preparing your CJA voucher. We hope that this will be helpful. If you have any questions, please call 334-9096. Thank you.

TOP TEN ERRORS FOR CJA ATTORNEY VOUCHER CLAIMS

1. Incorrect hourly or mileage rates listed on the voucher.
2. No Receipts for expenses over \$50.00.
3. Vouchers not submitted within 45 days after case closed or attorney substitution.
4. Claims for clerical tasks that are not compensable.
5. Illegible voucher and/or worksheets.
6. Submitting hours to the 100th power instead of rounding to the closest tenth. (Example: 1.25 should be 1.3)
7. During travel, one attorney will pay for other attorneys meals and expect to be reimbursed for total bill. Each attorney must claim their own meals.
8. Not documenting when an associate helps with the case, and not duplicating time spent by court appointed counsel
9. Not properly\entirely completing the CJA voucher.

10. Doesn't sufficiently plan ahead for use of government travel account.