

## **THINGS TO REMEMBER**

### **CJA 21 -- Expert Services Voucher**

- **Motions for Expert Services** should include rate-per-hour charge **and** estimate total cost of expert service.
- **Sections 25 through 28** must be completed. Payment cannot be made without this information.
- Attorney **must** sign and date Section 12 and Section 18.
- Expert **must** sign and date Section 17.
- Itemize and separate the expenses from the fees charged by the expert. Payment includes fees **plus** expenses. Attach receipts for expenses in excess of \$50.00.
- List the **dates** of travel and **number of miles** traveled in addition to the dollar amount claimed for mileage. Since the rate authorized for mileage changes regularly, the Administrative Office requires that the mileage, rate-per-mile claimed and the dates of travel be itemized to ensure payment in accordance with that which would be paid to court employees for travel.
  - **\$500** Maximum amount for cost of services plus expenses which **does not** require prior approval.
  - **\$1,600** Maximum amount for cost of services plus expenses which **does** require prior authorization but **does not** require circuit approval. Prior authorization does not need to be gained if in the interest of expediency, time does not permit.
  - **Excess of \$1600** Must be certified by District Court **and** approved by the Chief Judge of the Ninth Circuit before payment can be made.
- **Attach a copy of any order** which may have been obtained before the services were rendered that approved compensation in excess of the statutory maximum. Attaching copies of prior authorization will eliminate the clerk's office researching the file for this information and will thereby expedite the processing of vouchers.