



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

**INSTRUCTIONS TO COUNSEL ON COMPLETING CJA 31 FORMS:
"DEATH PENALTY PROCEEDINGS: EX PARTE REQUEST FOR AUTHORIZATION AND VOUCHER FOR
EXPERT AND OTHER SERVICES"**

Rev. 1/7/2013

The following information will assist you in understanding how CJA 31 vouchers ["Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services"] are processed. Guidelines are also provided to help you avoid the areas where errors most frequently occur.

1. Jerry Tritz, CJA Case Budget Attorney for the Second Circuit, will be assisting CJA appointed counsel in the case budgeting process. The approved case budget will include the names and authorized amounts for all experts and investigators. If advance approval was not obtained, the CJA 31 claim for payment should be accompanied by a motion and memorandum or statement in support of the claim explaining the need for the services rendered and why leave of the court was not sought in advance.
2. **DO NOT SEND VOUCHERS DIRECTLY TO CHAMBERS!** All vouchers should be sent to Jazmin Perez, Case Administrator, 141 Church St., New Haven, CT 06510.
3. **EACH PROVIDER SHOULD BE GIVEN A SEPARATE CJA 31 FORM.** If more than one claim will be submitted for the same provider, each submission should note that it is an interim claim, and the next submission number in sequence. Photocopied vouchers are accepted as long as they contain original signatures.
4. **BLOCKS 2, 4, 7-13, 15, and 18 must be completed by the attorney. Be sure to sign in Blocks 11 and 18, and complete all information requested!**
5. **BLOCK 14 should be left BLANK.**
6. **BLOCKS 16 and 17 -** The provider of the service must complete these blocks and attach worksheets or documentation to support the claim [e.g., telephone logs, etc.] If more than one claim is to be submitted by the same provider, Block 17 should be marked as an "interim" payment. Please note that the provider is required to supply either a tax ID number or social security number, in order to be paid.
7. **DOCUMENTATION:** Each voucher must have the court's fillable work sheets or other documentation/receipts attached for any claims made for compensation as well as for any expenses claimed, regardless of the nature of the expense. **FAILURE TO INCLUDE WORK SHEETS OR SUPPORTING DOCUMENTATION WILL RESULT IN THE VOUCHER BEING RETURNED, UNPROCESSED. PLEASE NOTE THAT ANY CLAIM FOR SALES TAX ON SERVICES RENDERED IS NOT A REIMBURSABLE EXPENSE UNDER THE CRIMINAL JUSTICE ACT.**
 - a. Documentation must include **the docket number and the name of the defendant.**

b. Entries must contain the date the service was performed, a brief description of the service performed and the time spent performing the service.

8. **INTERIM VOUCHERS** will have the compensation reduced by 20% so immediate payment can be made. When the final claim is received and noted as "final", the 20% previously withheld will be released upon payment.

9. **TRAVEL, LODGING, MEALS CLAIMED BY PROVIDERS - Mileage and parking are considered TRAVEL expenses** and should be claimed **ONLY** in Block 16B. **Please call the clerk's office for the most current mileage rate, or check our website at www.ctd.uscourts.gov.** The departure city, destination, date of travel and total mileage must be included. All other transportation must be claimed on an actual expense basis, as well as any parking or toll fees. Meals are generally **NOT** reimbursable expenses unless the provider is traveling overnight and is on a travel authorization. In the event of authorized travel, any single meal expense of \$25 or more requires a supporting receipt as documentation.

10. **TRAVEL AUTHORIZATIONS:** After the case budget (including travel) is approved, all requests for travel should be made in letter format and emailed to Wanda.Hawkins@ctd.uscourts.gov and should include the following information:

Traveler's Name (attorney and/or expert)
Dates of Travel
Departure and Destination City/Country
Purpose of Travel

We will then issue a travel authorization, permitting travel at government rates. Travel arrangements should be made through Omega World Travel, which is the court's travel agency. Omega Travel can be reached at 1-866-450-0401.

11. **OTHER EXPENSES: Long distance toll calls** are reimbursable and should be supported by documentation indicating the date of the call, a general description and the cost. Whenever possible, redacted copies of phone bills should be submitted as documentation. **Copy expenses** may be reimbursed and must be documented by the number of pages copied and the page rate. **ANY SINGLE EXPENSE WHICH IS GREATER THAN \$50.00 MUST BE DOCUMENTED WITH A RECEIPT.** Failure to document expenses will result in a request for additional information, which will delay the processing of the voucher.

12. **REIMBURSEMENT FOR TRANSCRIPTS:** Generally, court reporters or reporting services which furnish court authorized transcripts in CJA cases claim compensation for their services on a **CJA Form 24, "Authorization and Voucher for Payment of Transcript."** This is the preferred method for payment of transcript costs.

13. **SERVICE OF SUBPOENAS:** Service of subpoenas is governed by the Federal Rules of Criminal Procedure, Rule 17, and by Local Rule 5 of the Local Rules of Criminal Procedure. Please contact the United States Marshal's Service, (203) 773-2107 for instructions on service of subpoenas. **Requests for subpoenas should be directed to the U.S. Marshal's Service at least three (3) business days in advance of the need for the witness. Any claim on a CJA 31 for service of subpoenas on fact witnesses will not be reimbursed and will be disallowed as an expense.**

14. **EXPENSES WHICH ARE NOT REIMBURSABLE UNDER THE ACT:** Fact witness fees, travel costs for witnesses and fees for service of subpoenas [see above; please contact the U.S. Marshal's Service for further information on the proper method of serving subpoenas]; filing fees; sales, income or taxes of any other nature.

15. Any questions about allowable claims, completing the vouchers or the payment process should be directed to Jazmin Perez, Case Administrator, Clerk's Office in New Haven at 203-773-2407.