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IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF CALIFORNIA

IN RE:
ALL CRIMINAL JUSTICE ACT
APPOINTED REPRESENTATIONS

STANDING ORDER
RE: CJA VOUCHER SUBMISSIONS
(AMENDED)

TO: All Counsel and Experts Appointed pursuant to the Criminal Justice Act

All counsel and experts appointed pursuant to the Criminal Justice Act, 18 United States Code section 3000(A) et. seq. or 21 United States Code section 848(q)(4)(B) et. seq. are ordered to comply with the following instructions when filing compensation vouchers (CJA Forms 20, 21, 30, and 31) in the United States District Court for the Northern District of California.

In addition to the required voucher form, counsel must submit a supporting worksheet in the same format as the worksheets provided in the Criminal Justice Act Panel Attorney Manual for the United States District Court, Northern District of California. The worksheets must detail the tasks performed and assign such tasks to categories specified on the voucher. Automated worksheets are available in computer format on the court's website at www.cand.uscourts.gov. Alternatively, counsel may provide supporting documentation from an attorney's timekeeping system in a format which provides 1) itemization of tasks in chronological order and 2) itemization of tasks sorted by voucher category in chronological order. Worksheets or other supporting statements in any other format are not acceptable and will be returned with the voucher for resubmission.

In completing worksheets, hours billed must be divided in tenths of an hour and will be returned to the claimant if the hours are not in this format. Each voucher entry shall reflect discrete individual tasks and shall not simply list multiple tasks performed in a specified block of time. Information should be provided in sufficient detail as to permit meaningful review, without violation of the canons of ethics or disclosure of attorney work product, including but not limited to: specification by identifying information of witnesses interviewed¹; identification of persons involved in telephone conversations or conferences and topic

¹ If counsel feels it is inappropriate to provide the name of a witness, identification by type of witness (e.g. "guilt phase witness #1") is sufficient. The court requires sufficient information to distinguish between individuals interviewed.

1 discussed²; specific topics researched;
2 identification of documents reviewed or prepared, including transcripts and pleadings drafted or reviewed,
3 by title and page numbers; and, if necessary for an understanding of the task, explanation of its relevance to
4 the federal proceedings. Aggregate time blocks or entries which are vague or ambiguous will not be
5 approved for payment. If the level of detail is insufficient for auditing purposes, the vouchers will be
6 returned to counsel for resubmission with adequate detail.

7 When compensation exceeds, or is expected to exceed, the statutory maximums permitted pursuant
8 to 18 United States Code section 3006(A)(d)(3), before payment will be authorized, counsel must submit
9 a declaration or memorandum justifying excess payment. Counsel are referred to the CJA Panel Attorney
10 Manual for the United States District Court, Northern District of California, p. 2, for further information
11 regarding this requirement. Counsel may also use the CJA Form 26 for this purpose, which may be
12 downloaded from the court's website.

13 Answers to questions concerning appointment under the Criminal Justice Act can generally be
14 found in: (1) 18 U.S.C. §3006A; (2) 21 U.S.C. §848(q)(4) - (q)(10); (3) the Criminal Justice Act Plan of
15 the United States District Court for the Northern District of California, available through the Clerk's Office;
16 (4) the Criminal Justice Act Panel Attorney Manual for the United States District Court, Northern District
17 of California; and (5) the Guidelines for the Administration of the Criminal Justice Act, published by the
18 Administrative Office of the United States Courts, also available through the library of the United States
19 District Court. Should these references fail to provide the desired clarification or direction, counsel should
20 address their inquiries to the Clerk's Office-CJA Voucher Section or the CJA Supervising Attorney.

21 Dated:

MARILYN HALL PATEL
Chief Judge, United States District Court
Northern District of California

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27 ² A simple description of the general topic of discussion, not specific details, is requested.