

**INFORMATION SHEET  
FOR EXPERTS AND OTHER SERVICE PROVIDERS  
APPOINTED IN THE U.S. DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF CALIFORNIA**

TO: \_\_\_\_\_  
(Insert Name of Expert)

DATE: \_\_\_\_\_

RE: Authorization of Funds for Defense Services  
Case No. \_\_\_\_\_  
(Insert Case Number)

HOURLY RATE: \_\_\_\_\_  
(Insert Rate)

TOTAL AMOUNT AUTHORIZED: \_\_\_\_\_  
(Insert Total)

**The United States District Court for the Northern District has authorized you to provide services in the above-referenced case at the hourly rate indicated, not to exceed the total amount authorized.**

Please check the court's website, [www.cand.uscourts.gov](http://www.cand.uscourts.gov) for the comprehensive and up-to-date information regarding procedures. For voucher information, click in the following order:

1. "CJA"
2. "Voucher Forms & Information"

The following are instructions provided by the court to ensure prompt payment for your services:

***Payment: Submission of Vouchers***

- All voucher submissions for fees and expenses of investigators, experts, and other service providers are made on a CJA Form 21, "Authorization and Voucher For Expert and Other Services" or in capital cases on a form CJA Form 31, "Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services." Please make sure all information is completed for the boxes noted on the attached sample vouchers in bold numbers.
- You must sign the CJA 21 or CJA 31 at Box 17 and the attorney who requested the services must sign at Box 18.
- You must submit a copy of the approved funding order authorizing your services with the voucher.
- You must submit an invoice with the CJA 21 detailing the time spent in 1/10 hour segments. Each 1/10 hour is 6 minutes. Investigators/paralegals must separate time claimed into discrete tasks e.g. reading documents, interviewing witnesses, etc.
- Interpreters must bill for actual time expended. In accordance with special rules applicable to interpreters, the CJA technicians will round-off to the nearest hour.
- Vouchers should be submitted at the conclusion of the services, unless interim payments are requested and approved by the trial judge and the Chief Judge of the Court of Appeals for the Ninth Circuit.
- **PLEASE NOTE: Experts and service providers will not be paid in excess of the authorized amount. If it appears that the funds authorized will not be sufficient, you should immediately contact the attorney who obtained the initial funding order to obtain additional authorization. The court will not be liable for payment for funds that have not been preauthorized.**

### ***Reimbursable Expenses***

You may be reimbursed for out-of-pocket expenses reasonably incurred in the rendering of services on behalf of the defendant/petitioner.

- Proof of payment must be submitted for any individual expense over \$50.00 by an original paid receipt, copy of the canceled check, or credit card receipt. For outside photocopying, a copy of the invoice/receipt must be submitted, regardless of amount.
- Case related travel by a privately owned automobile should be claimed at the rate current authorized for federal judiciary employees who use an automobile for the conduct of official business. The current rate is **37.5 cents per mile**, plus parking fees, ferry fares and bridge, road and tunnel tolls. Refer to the mileage chart on the court's website (CJA/Travel Informatoin) for any adjustments in mileage rates. Transportation other than by a privately owned automobile should be claimed on an actual expense basis. Air travel in "first class" is prohibited.
- If the reimbursement for expenses relating to a single trip will total an amount in excess of \$300.00, prior approval from the court must be requested. ***In addition, all overnight travel and all travel by airplane must have advance judicial approval.*** Please use the attached travel form to request advance approval. For specific details concerning *per diem* rates or high cost areas, consult the Clerk's Office, CJA Voucher Section.
- When submitted a voucher with trip expenses, please use the Travel Expense Worksheet attached and organize the expenses and receipts by date incurred.
- With respect to necessary travel outside the district, travel expenses, such as air fare, mileage, parking fees, meals and lodging, are claimed on an actual cost basis. Reimbursement is limited to 150% of the government per diem rates for domestic travel and 100% for foreign travel. Meals and lodging are included in per diem rates; other expenses, such as taxi fares, rental car charges, etc. are not included in the per diem rate and may be claimed separately if receipts are provided. Please check the court's website for current per diem rates.
- Meals are reimbursable only when overnight travel is authorized or travel exceeds 10 hours. You must provide detailed restaurant bills and not credit card slips. Alcoholic beverages, in-room movies, and other nonessential items cannot be reimbursed.
- You are allowed and encouraged to take advantage of government rates for travel. A special account has been established with National Travel Service (NTS), which will facilitate direct billing to the government of the authorized airfare. NTS may be contacted at any time at 1-800-445-0668 to obtain travel quotes.
- Telephone toll calls, fax charges (charges as shown on phone bill), telegrams, photocopying, and photographs are considered reimbursable expenses if reasonably incurred. However, general office overhead, such as rent, secretarial help, time spent in preparation of CJA vouchers and telephone service, is not a reimbursable expense, nor are items of personal nature.

### ***Further questions or guidance***

- Please check the court's website, [www.cand.uscourts.gov](http://www.cand.uscourts.gov) for complete information. If you need additional information, contact the Clerk's Office-CJA Voucher Section at 522-2870.