

## CRIMINAL JUSTICE ACT VOUCHER CHECKLIST

The National Training Guide provides comprehensive guidance with regard to voucher preparation and authorities governing reimbursement. Please consult this excellent resource, available at <http://www.uscourts.gov/uscourts/cjaort/index.html>.

Remember that services performed by associates must be billed on a separate CJA 20; compensation for services performed by paralegals must be requested via a CJA 21.

To prevent delayed payment, please check that your voucher is supported by the following documentation:

- Receipts for the following expenses
  - All computer assisted legal research expenses (e.g., Westlaw)
  - All meals and lodging and any other travel expense
  - Any other expense exceeding \$50
- CJA 26, if exceeds statutory maximum (Applicable to CJA 20)
- In house/office copies can be billed at \$0.10/page