

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

*Attorneys are requested to provide this instruction sheet to all experts or other service providers after an order has been signed by the judge authorizing CJA funds for defense services.*

To:

Re: Authorization of Funds for Defense Services

Case No.

HOURLY RATE:

TOTAL AMOUNT AUTHORIZED:

The United States District Court for the District of Alaska has authorized you to provide services in the above-referenced case at the hourly rate indicated, not to exceed the total amount authorized. The following are instructions provided by the court to ensure prompt payment for your services.

***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." All vouchers must be signed by the service provider and the attorney who requested the services. The voucher must be supported by a copy of the approved funding order authorizing employment of the person whose services are being billed and an itemized statement of the expert or service provider's time and expenses. 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***

The expert may be reimbursed for out-of-pocket expenses reasonably incurred incident to the rendering of services. Proof of payment must be submitted for any individual expense over \$50.00 by a copy of a 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. The following additional guidelines may be helpful to the expert or service provider:

a. Case related travel by a privately owned automobile should be claimed at the current rate of rate prescribed for judiciary employees, plus parking fees, ferry fares and bridge, road and tunnel tolls. Transportation other than by a privately owned automobile should be claimed on an actual expense basis. Reimbursement for air travel is limited to coach or economy class; experts will not be reimbursed for travel in business or first class.

b. 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. Claims for reimbursement in excess of the government per diem rates must be supported by an explanation of the necessity for incurring additional expenses. 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. For specific details concerning per diem rates or high cost areas, consult the CJA Administrator in the Office of the Federal Public Defender.

c. 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, *e.g.*, 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***

If you have additional questions, you should contact the appointed attorney who obtained the initial funding order. In addition, answers to questions concerning appointments under the Criminal Justice Act can generally be found in: (1) 18 U.S.C. §3006A; (2) the Criminal Justice Act Plan of the United States District Court for the District of Alaska; (3) the *CJA Compensation Policy Manual* for the United States District Court, District of Alaska; and (4) the *Guidelines for the Administration of the Criminal Justice Act*, published by the Administrative Office of the United States Courts, available through the CJA Administrator and accessible online at the court's website [www.akd.uscourts.gov](http://www.akd.uscourts.gov). Should these references fail to provide the desired clarification or direction, contact the CJA Administrator at (907) 646-3423.