

CRIMINAL JUSTICE ACT VOUCHER CHECKLIST

The National Training Guide provides comprehensive guidance with regard to voucher preparation and the 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:

- Criminal Justice Act Information Summary
- Receipts for the following expenses
 - * All computer assisted legal research expenses (e.g., Westlaw)
 - * All meals and lodging and any other travel expense exceeding \$25
 - * Any other expense exceeding \$50
- A copy of any petition for a writ of certiorari or response to a petition