

CJA EVOUCHER TIPS & TRICKS

IOWA NORTHERN DISTRICT COURT—VOLUME 1, APRIL 2015

Requesting a New Service Provider

You are able to request the addition of a new service provider at any time a need is identified. When you submit your Authorization—21 (AUTH), please fill in all pertinent information fields including: estimated dollar amount, service type and name of requested provider. Upon receipt of your new request, the court will facilitate the completion of the necessary paperwork in order for the new user to be added to eVoucher.

Reminder: If your services will exceed the case cap and you only want to receive the case maximum, enter your claim accordingly. The court will not adjust your voucher.

Transcripts

- * Counsel Retained at District Court Level — Expected to be Appointed CJA Counsel at Circuit Level on Appeal: Please submit the Authorization-24 for your requested transcripts through CJA eVoucher for District Court (please request case shell to be built). The District Court Judge will review upon the case's in forma paupis status being granted.
- * Please submit (1) Authorization-24 for each transcript request.

PARALEGALS

Paralegal time will now be billed on a CJA-21 form. Compensation for paralegals should no longer be submitted on a CJA-20 form. If you anticipate that paralegal fees will exceed \$800 per case, you will be required to seek advance authorization from the court (Authorization—21 (AUTH)).

