

CJA EVOUCHER TIPS & TRICKS

IOWA NORTHERN DISTRICT COURT — VOLUME 3, OCTOBER 2017

Helpful Tips for CJA20s

- ◆ In-court time is any time a Judge is present — telephonically or in the courtroom.
- ◆ Time claimed for in-court hearings should reflect time for hearing only. Any time spent waiting for the hearing to begin should be entered under an out-of-court category.
- ◆ Over limit explanation **must** be in letter form addressed to the presiding judge or on a CJA26 and uploaded under the documents tab.

Billing Information

To make any changes to billing information, contact the clerk's office . New paperwork (AO213) will be e-mailed for completion and upon receipt of the updated AO213, the clerk's office will make the requested change(s) to the billing information.

CJA21s

- ◆ Description of services under services tab **must** match that given on the expert's invoice.

Contract Court Reporters

Reminder:

Once an AUTH-24 is court approved and transcript to be prepared will be by a **contract** court reporter, the attorney **must** notify the court reporter of court approval.

Multiple Representations For Same Defendant

- ◆ Before submitting claims, confirm you have selected the correct representation type from the "appointments' list" on your home page.

Expert Invoices

Must include the following:

- ◆ Vendor name, address, tax i.d.#.
- ◆ Attorney name & address.
- ◆ Case number & defendant name.
- ◆ Detailed itemization of services by date including rate charged and if rate is per hour, day, etc.
- ◆ Hand signature.

Appointment Not On Home Page

If you have received notification of an appointment, but the case does not show in the "Appointments' List" area of your home page, please contact the clerk's office to add it.

