

## CJA Expense Information

- Receipts are necessary for any single expense over \$50.00, except Computer Assisted Legal Research (CALR) where receipts are not necessary until the expense exceeds \$500
- Receipts are necessary for any travel expense incurred, including parking, ferry fares, and tolls.

### Copies:

In-house - Actual cost, up to .15 cents per page

*NOTE: The actual cost of a photocopy would include such components as the prorated cost per copy of supplies and of a maintenance contract on a machine.*

Outside source - actual charge, receipt necessary if over \$50

### Faxes:

Actual cost, up to \$1.00 per page is allowed

Paralegals, legal assistants (including law students) and other non-secretarial professional support personnel employed by appointed counsel: Effective 9/1/05 these services should be billed on a CJA 21 voucher and not as “other expenses” on the attorney’s CJA 20.

The standard paralegal rate is \$45 per hour or actual cost if lower than \$45 per hour. *Please refer to the **WAW CJA Panel Attorney Manual (June 2008)** for additional information and requirements.*