

UNITED STATES DISTRICT COURT
for the
WESTERN DISTRICT OF WASHINGTON

MEMORANDUM

To: _____
Name

Address

City, State, Zip Code

Telephone

RE: Interim Payments for Representation of Counsel

Case Number/Name _____

Due to the expected length of the trial in this case, and the anticipated hardship on counsel in undertaking representation full-time for such a period without compensation, pursuant to paragraph 2.30A of volume VII of the Guide to Judiciary Policies and Procedures, I am requesting the court approve my application for interim payment. If approved, the following procedures shall apply during the course of this representation.

Submission of Vouchers

Counsel shall submit to the CJA Administration once a month, an interim CJA Form 20, "Appointment of and Authority to Pay Court Appointed Counsel." Compensation earned and reimbursable expenses incurred from the first to the 31st of each month shall be itemized on each interim voucher. The first interim voucher shall reflect all compensation claimed and reimbursable expenses incurred from the date of appointment to the vouchers' submission. Thereafter, the interim vouchers shall be submitted once a month unless the compensation accrued for the billable month is less than \$1,000 in which case the next interim voucher will not be submitted until the next billing month or until the compensation reaches \$1,000 whichever comes later. All interim vouchers shall be supported by detailed and itemized time and expense statements. Volume VII, Chapter II, Part C of the Guide to Judiciary Policies and Procedures and the Criminal Justice Act Panel Attorney Manual for the Western District of Washington outline the procedures and rules for claims by CJA attorneys and should be followed regarding each voucher.

The CJA Administration will review the interim vouchers when submitted, particularly with regard to the amount of time claimed, and will request that the court authorize compensation to be paid for 80 percent of the approved number of hours. The CJA Administration will also request the court authorize payment of all reimbursable expenses reasonably incurred.

At the conclusion of the representation, counsel shall submit a final voucher seeking payment of the 20 percent balance withheld from the earlier interim vouchers, as well as payment for representation provided during the final interim period. After reviewing the final voucher, the CJA

Administration will set forth for the court the time and expenses claimed for the entire representation before submitting the final bill to the Court and then to the Chief Judge of the Ninth Circuit Court for review and approval.

Questions or Guidance

Answers to questions concerning appointment under the Criminal Justice Act can generally be found in (1) 18 U.S.C. 3006A; (2) the Plan of the United States District Court for the Western District of Washington, (3) Guide to Judiciary Policies and Procedures, published by the Administrative Office of the U.S. Courts, and (4) the CJA Panel Attorney Manual for the Western District of Washington. These materials are available through the CJA Administration for the Western District of Washington or online at www.wawfpd.org. Should these references fail to provide the desired clarification or direction, counsel should address their inquiry directly to the CJA Administrator, (206) 553-2510.

APPROVED

United States District Judge

Date

APPROVED

Chief Judge of the United States
Court of Appeals for the Ninth Circuit

Date