

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON



**Important Information and Step by Step Procedures in eVoucher for
Submitting Vouchers that Exceed Compensation Maximums**

There has been confusion on the procedures for requesting a waiver when case compensation exceeds the maximum amount and submitting the vouchers. Therefore, the Court has asked that the attached information and instructions be provided to CJA counsel.

The CJA 26 must be properly completed.

When case compensation exceeds the maximum, counsel first must seek a finding that the case is “extended” or “complex” through submission of the form Memorandum CJA 26 (in eVoucher).

- The amount filled in should be an estimate of the **total amount needed to complete the case**, not just covering the work to date.
- The justification **should pertain to the entirety of the case**, not just covering work to date.

If counsel believes it is necessary to exceed the previously approved amount, counsel prepares another CJA 26, again specifying a specific amount which includes the amount previously approved.

Waiving CJA Case Compensation Maximums

Requirements

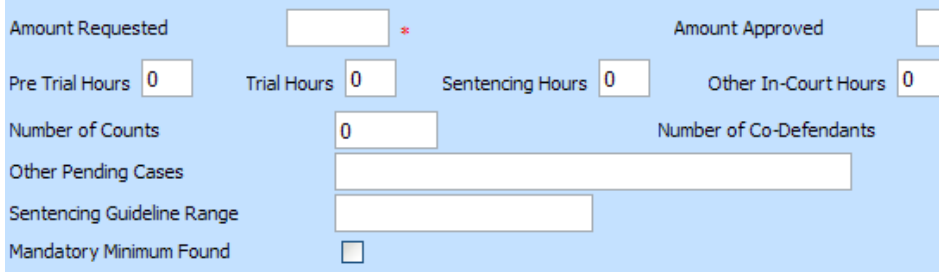
Payments in excess of CJA compensation maximums may be made to provide fair compensation in cases involving extended or complex representation when so certified by the presiding judge and approved by the circuit.


Current Statutory Maximums

Type of Charge	Statutory Maximum
Felony Charge	\$12,100
Misdemeanor	\$3,400
Non-Capital Habeas Petition	\$12,100
Other Representations (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	\$2,600

As soon as counsel believes it will be necessary to exceed the maximum fees allowed, counsel first must seek a finding that the case is “extended” or “complex” through submission of the CJA 26 form.

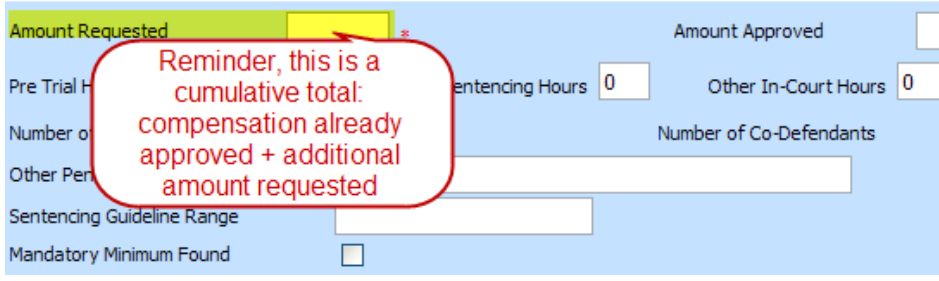
Failure to provide adequate information supporting excess fees may result in the reduction of the fees to the statutory maximums.

Step	Action
1	Create a CJA 26 in eVoucher
2	<p>Basic Info – Complete all fields</p>  <p>Note: All answers and amounts should be an estimate of the total amount needed to conclude the case, not just covering work to date</p>
3	<p>Justification – Complete all applicable fields</p> <p>Note: All answers should pertain to the entirety of the case, not just covering work to date</p>

Step	Action
4	Supporting Documents Attach any supporting documents you may have to support your claim in excess of the statutory maximum
5	Confirmation Make a final review of your document and submit to the Court for review <input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 10/12/2011 16:32:5 

Submission of a subsequent CJA 26

If counsel believes it is necessary to exceed the previously approved amount, counsel will prepare another CJA 26, again specifying a specific amount which includes the amount previously approved.

Step	Action
1	Create a new CJA 26 in eVoucher
2	Basic Info – Complete all fields  Note: All answers and amounts should be an estimate of the total amount needed to conclude the case, not just covering work to date
3	Justification – Complete all applicable fields Note: All answers should explain the necessity to exceed the previously approved amount
4	Supporting Documents Attach any supporting documents you may have to support your claim in excess of the statutory maximum
5	Confirmation Make a final review of your document and submit to the Court for review <input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 10/12/2011 16:32:5 