

CJA Voucher Interpreter Attachment

Interpreter's Name: _____ Date(s) of Service: _____

Defendant: _____ Case No.: _____

****TIME: Time must be calculated in Tenths of Hours****

****See Page 2****

Travel Time:

Departure Time _____ from _____
(Give Location)

Arrival Time _____ at _____ = _____
(Give Location) (Time)

Duration of Meeting: (excluding any breaks)

Start Time _____ End Time _____ = _____
(Time)

Travel Time:

Departure Time _____ from _____
(Give Location)

Arrival Time _____ at _____ = _____
(Give Location) (Time)

Total Time = _____

If Travel Time is prorated for services provided to another client, name client(s): _____

Did you work a half day (AM /PM) or full day in Court? (Y) or (N) Amount Claimed: _____

A. **TOTAL TIME** (X) **Rate per hour** = \$ **Compensation Total**
_____ (X) _____ = \$ _____

EXPENSES

TRAVEL: Total Number of Miles _____ @ _____ cent per mile = \$ _____

*Parking = \$ _____

(Bus/Train ticket) = **Metro = \$ _____

B. **TOTAL TRAVEL EXPENSES** = \$ _____

If Mileage is prorated for services provided to another client, name client(s): _____

OTHER: **Other Expense(s):description: _____ \$ _____

C. **TOTAL OTHER EXPENSES** = \$ _____

GRAND TOTAL OF COMPENSATION AND EXPENSES = \$ _____

****Required receipt(s) attached here:**

COMPENSATION HOURS BILLING REQUIREMENT

Attorney compensation is limited to actual hours for services performed. Claimed services are to be billed by increments of hours and tenths of an hour, as mandated by the perimeters of the CJA Payment System.

Compensation is calculated by multiplying the applicable rate per hour by the total number of hours. Calculate totals for each service category separately, and enter the category and grand totals on the appropriate lines of the Voucher.

Below is a table for your reference regarding tenths of an hour billing increments:

MINUTES	REPORTING TIME
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31 - 36	.6
37 - 42	.7
43 - 48	.8
49 - 54	.9
55 - 60	1.0