

## CRIMINAL JUSTICE ACT VOUCHER CHECKLIST

The National Training Guide provides comprehensive guidance with regard to voucher preparation and the authorities governing reimbursement. Please consult this excellent resource, available at <http://www.uscourts.gov/uscourts/cjaort/index.html>

To prevent delayed payment, please check that your voucher is supported by the following documentation:

- CJA 26 with final voucher for amounts exceeding statutory maximum.
- Receipts for the following expenses
  - \* All computer assisted legal research expenses (e.g., Westlaw).
  - \* All meals and lodging and any other travel expense exceeding \$25.
  - \* Any other expense exceeding \$50.
- A copy of the Court order re: prior authorizations
  - \* Co-counsel or associate attorney.
  - \* Attend hearing or trial in co-defendant's case if client is not testifying.
  - \* Service providers to attend hearing or trial.