Tab 6

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United States District Judge

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MEMORANDUM

To: CJA Panel Members

From: Hon. Dale S. Fischer, Chair, CJA Committee

Date: July 11, 2014

Re: New Voucher Submission Policy

In response to concerns of panel members, the Executive Committee has approved the recommendation of the CJA Committee to transition to a system of staggered quarterly interim billing. The policy will become official (assuming full court approval) within a few weeks, but will not become effective until October 1. Pursuant to the new policy:

1. CJA appointed counsel will be divided into three groups, by surname, and each group will be assigned four quarterly billing periods throughout the year. Every attorney in each group must submit vouchers for all work completed in each quarter (except as specified in paragraph 2, below) by the 15th day of the month following the close of that quarter. The groups, and their designated billing months, are as follows (see attached chart for more detail):

Group 1 - Surnames A - H: January, April, July, October

Group 2 - Surnames I - P: February, May, August, November

Group 3 - Surnames Q - Z: March, June, September, December

2. Do not submit interim vouchers on cases where fees incurred in the preceding quarter do not exceed $500.

3. Processing of vouchers submitted after the 15th day of the month will require the approval of the CJA Committee Chair based on a showing of good cause. Preoccupation with pressing professional demands does not establish good cause.

4. For completed cases and cases on which the services of the CJA appointed counsel have been terminated for any reason, vouchers must be submitted no later than 45 days after the attorney ceases representation. Processing of vouchers submitted after that time will require the approval of the CJA Committee Chair based on a showing of good cause. Preoccupation with pressing professional demands does not establish good cause.

5. Counsel are required to advise the CJA Supervising Attorney when they have billed more than 1800 hours on a rolling nine-month basis (see my December 5, 2012 Memorandum to CJA Trial Panel Attorneys re Case Appointment Policy).

The panel has requested, and the CJA Committee has approved, a transition plan that provides for an interim period of immediate submission of vouchers, as specified below, in order to alleviate financial burden, and to the extent possible, allow all counsel to be on equal footing with regard to payment before we embark on the staggered payment schedule. Therefore, you may begin submitting vouchers **immediately, as follows:**

1. CJA appointed counsel may submit vouchers in all cases in which the total amount of the voucher is $2,500 or higher starting immediately through August 15. Vouchers not submitted by the August 15 deadline will have to be held until the designated submission time pursuant to the new voucher submission policy. An attorney who submits vouchers during this optional period must submit all eligible vouchers on all cases at one time on only one submission date during the month-long optional period.

2. Because we cannot anticipate the number of vouchers that this will generate, we cannot provide any assurances that the vouchers will be processed within 30 days, but would hope to clear the pending vouchers by September 30. Obviously, the earlier that vouchers are submitted during this transition period, the more quickly those vouchers will be processed.

3. Because we will be processing an unknown number but increased volume of vouchers, and hope to get them processed before September 30, the new staggered quarterly billing policy will take effect on October 1, 2014 for Group 1, on November 1, 2014 for Group 2, and December 1, 2014 for Group 3.

Please contact Cynthia Dixon if you have any questions.

Billing Month	CJA Appointed Counsel Surname	Period of Service
January	A-H	October, November, December
February	I-P	November, December, January
March	Q-Z	December, January, February
April	A-H	January, February, March
May	I-P	February, March, April
June	Q-Z	March, April, May
July	A-H	April, May, June
August	I-P	May, June, July
September	Q-Z	June, July, August
October	A-H	July, August, September
November	I-P	August, September, October
December	Q-Z	September, October, November