**UNITED STATES DISTRICT COURT**

**CENTRAL DISTRICT OF CALIFORNIA**

**CACD AUTH FORM – EXPERT**

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| **INSTRUCTIONS FOR OBTAINING CJA FUNDING FOR AN EXPERT:**1. **Complete and Save This Form.** Complete this form and save it as a Word document, then print or publish it to PDF. For supplemental funding requests, use the previously saved Word version of this form and add the necessary supplemental information, then print or publish the revised version to PDF.
2. **Create an AUTH in eVoucher**. Be sure to choose the correct option under “Authorization Type Selection” on the “Basic Info” Tab: choose “Request Additional Funds” if you have previously requested funds for an expert regarding the same subject matter in this case; ***choose “Create New Authorization” only if this is the first request in this case for an expert of this type***.
3. **Attach Supporting Documentation to AUTH.** Upload this form, a CV/resume and any other documents specifically required below, and anything else necessary to support your request to the “Documents” Tab of the AUTH in eVoucher.
4. **Submit the AUTH to the CJA Office.** All CJA funds are administered and processed in the eVoucher system. To complete your CJA funding request, you must check the “affirm” box and click “Submit” on the “Confirmation” Tab in eVoucher.
5. Questions? Contact us at cja@cacd.uscourts.gov or call Tracy Nelson at (213) 894-2382.
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**I. BASIC INFORMATION ABOUT REPRESENTATION**

|  |  |
| --- | --- |
| Attorney Name: | Enter Attorney Name here |
| Defendant Name: | Enter Defendant Name here |
| Case Title: | Enter Case Title here |
| Case Number: | Enter Case Number here |
| Defendant Number: | Enter Defendant Number here |
| Total Number of Defendants: | Enter Total Number of Defendants here |
| Has Case Been Designated as COMPLEX by the USAO? (*Provide the docket number and give the government’s estimate of the number of trial days if provided.*) | Explain here if case is COMPLEX |
| Defendant’s Other Pending Cases (*give case numbers*): |  List Defendant’s Other Pending Cases here |

**II. EXPERT INFORMATION**

|  |  |
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| Name: | Enter Expert Name here |
| Phone Number: | Enter Expert Phone Number here |
| Email Address: | Enter Expert Email here |
| Billing Address: | Enter Expert Billing Address here |
| Type of Expert:*Please ensure that the expert meets the qualifications set forth in the Ninth Circuit’s “Expert Hourly Rates” at the bottom of this form, otherwise, they may not be compensated at the expert rate upon submission of their voucher.* | Enter type of Expert here |
| Does the expert fit within the category set forth in the Ninth Circuit’s “Expert Hourly Rates” at the bottom of this form? *If not, please contact the CJA Supervising Attorney to determine the appropriate reasonable hourly rate.* |  [ ]  Yes [ ]  No |
| CV/Resume Attached (*Required for initial AUTH*): | Click here to choose your answer |
| Is Expert Performing Any Services for a Co-Defendant on this Case or a Related Case? | Click here to choose your answer*If yes, please explain:* Explain here |
| Is the Expert Related to You? A relative is a person connected to you by blood or marriage. | Click here to choose your answer*If yes, please explain relationship:* Explain here |
| Already has CACD eVoucher User Name/Password? | Click here to choose your answer |

**III. TYPE AND AMOUNT OF REQUEST**

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| **Indicate below whether this is the first AUTH you have submitted in this case for an expert of this type:** |
| [ ]  Yes. This is the first request to obtain an expert of this type under 18 U.S.C. § 3006A(e) or 18 U.S.C. § 3599(f).[ ]  No. This is a supplemental request. |
| **If this is a supplemental request, indicate number of previous AUTHs submitted:** |       |
| **Amount Approved to Date:** *Use the Defendant Detail Budget Report in eVoucher to Verify this Amount* |       |
| **Current Amount Requested:** *This amount must match the “Total Amount Requested” in Section VII* |       |

**IV. BRIEF SUMMARY OF CASE TO DATE**

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| --- | --- | --- | --- |
| If applicable, provide the current trial date: |   | If applicable, provide the current sentencing date:  |   |
| Has a guilty plea been entered? |  [ ]  Yes [ ]  No | If yes, plea was entered on (*date*): |   |
| Has there been a trial? |  [ ]  Yes [ ]  No | If yes, how many trial days? |   |
| What was the result? (*check all that apply*) | [ ]  Guilty [ ]  Not Guilty [ ]  Mistrial | Date: |   |

**V. BRIEF SUMMARY OF CASE:** *Please include case-specific detail from the indictment, avoid generic descriptions,**and update accordingly.*

Provide summary in narrative form

rather than listing statutory charges

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| Click or tap here to enter text. |

**VI. CASE PROGRESS: SUMMARIES OF WORK PERFORMED**

*For each supplemental expert funding request, please provide a summary of the work performed since the date of the prior approved AUTH. Provide case-specific detail, but* ***do not*** *include confidential information. The goal of this section is to see the progress of the work performed by the expert to prevent funding duplicative work and maximize reasonable funding.*

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| **Summary of Expert Work Performed Since Last Funding Authorization (#1)**Enter Month/Year Submitted  |
| Click or tap here to enter text. |
| **Summary of Expert Work Performed Since Last Funding Authorization (#2)** Enter Month/Year Submitted  |
| Click or tap here to enter text. |

**VII. DESCRIPTION OF TASKS TO BE PERFORMED BY EXPERT**

* *Estimate the time needed per task, multiply by the corresponding hourly rate, and add the per-task amounts to determine the “total amount requested,” which must match the Current Amount Requested in Section III, above.*
* *Note that, unless extenuating circumstances exist, the* *Court will not pay more than the rates set by the Ninth Circuit. See the Ninth Circuit’s “Service Provider Hourly Rates” listed at the end of this form. Nor will the Court pay an hourly rate greater than the expert’s contracted rate in other courts (e.g., those rates listed in the LA Superior Court Panel of Expert Witnesses).*
* *If the hourly rate requested is above the presumptive rate set by the Ninth Circuit or conflicts with other CACD policy, please provide further justification explaining the “extenuating circumstances” warranting payment at that higher rate in the column below entitled “Provide Brief Detail of Tasks to be Performed.”*

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| --- | --- | --- | --- | --- |
| **Task** | **Estimated # Hours Requested** | **Hourly Rate for Task** | **Amount Requested**  | **Provide Brief Detail of Tasks to be Performed** *Explain why the requested services are necessary for adequate representation and why compensation in the amount requested is necessary to provide fair compensation for those services. 18 U.S.C § 3006A(a) and (e)(1) and (3); Guide to Judiciary Policy, Vol. 7, §§ 310.10.10 & 310.20.20*. |
| Review and Analyze Discovery and Defense Documents (*generally describe the scope and substance of the discovery or documents to be reviewed by the expert*) |       |       | $0.00 |       |
| Prepare Reports |       |       | $0.00 |       |
| Meet or Consult with Counsel, Client, Other Service Providers, or Case Agents |       |       | $0.00 |       |
| Examine Evidence or Case-Related Location |       |       | $0.00 |       |
| Testify in Court (*only request hours for testimony once there is a strong probability that trial will proceed*) |       |       | $0.00 |       |
| Travel Time\* (*Do not include expenses here. Submit a Travel AUTH if necessary.*) |       |       | $0.00 |       |
| Other |       |       | $0.00 |       |
| TOTAL AMOUNT REQUESTED | 0 |  | $0.00 |  |

**\* TRAVEL TIME POLICY:** According to CACD and Ninth Circuit policy, it is incumbent upon counsel to work with experts who are geographically proximate to reduce unnecessary travel costs. The Ninth Circuit’s Criminal Justice Act Policies and Procedures require that, “[t]o minimize travel costs, counsel must make a reasonable effort to retain qualified experts, investigators, or other service providers from the locale where the proposed services are to be performed, if such providers are available.” When negotiating reduced travel rates for experts, counsel should consider negotiating a reasonable flat fee for travel time, a 50% reduction of the expert’s hourly rate, or greater reductions, if not waivers, in cases where travel is extensive, repeated, or where the expert is paid above the presumptive hourly rate. In general, the CJA Office will not authorize payment for travel time spent in-flight as it is expected that work can be performed on the plane (or train, if applicable). Any time spent working en-route should be billed separately as substantive work with a notation in the expert’s billing entry that said work was performed en-route. There can be no double billing, i.e., billing for travel time and substantive work performed contemporaneously. When applicable, always bill for substantive work over travel time. Please note that, in general, the CJA Office will not authorize payment for more than eight hours of travel time within a 24-hour period commencing when the traveler leaves his/her home or office.

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| **If you have negotiated a reasonable flat fee, reduced hourly rate, or waiver of travel time with your expert, please explain your agreement here. If you have not done so, please explain why.** |
| Enter explanation here. |

EXPERT HOURLY RATES

**Ninth Circuit Presumptive Rates**

**for Expert Witnesses in CJA Cases\***

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| **Other Service Provider Categories** |
| Accident Reconstruction | $150 – $200 |  |
| Accountant | $125 – $275 |  |
| Accounting Staff (non-CPA) | $65 | e.g., reviewing/summarizing/preparing financial records |
| Attorney Expert – Capital | CJA Hourly Rate |  |
| Attorney Expert – Non-Capital | CJA Hourly Rate | e.g., immigration law expert |
| Audio, Video, Photo Forensic Analyst | $125 – $200 |  |
| Audio, Video, PhotoTechnician | $25 – $100 | e.g., creating video exhibits, taking or enlarging photos,enhancing audio or video recordings, etc. |
| Ballistics/Firearms Expert | $150 – $300 |  |
| Canine Expert | $125 – $200 |  |
| Chemist/Toxicologist (B.S. or Ph.D.) | $150 – $275 |  |
| Chemist/Toxicologist (M.D.) | $275 – $400 |  |
| Computer/Cellphone/Cellular Tower Forensic Analyst | $150 – $250 |  |
| Crime Scene/PolicePractices/Use-of-Force Expert | $150 – $250 |  |
| DNA Expert (B.S. or Ph.D.) | $150 – $250 |  |
| Fingerprint Analyst | $150 – $250 |  |
| Gang Expert | $150 – $200 |  |
| Handwriting Analyst | $100 – $250 |  |
| Interpreter/Translator for in- person meetings | $30 – $80 | Range accommodates both certified and non-certified providers. Half-day rate is $226 for certified and $111 for non-certified. |
| Jury Consultant | $150 – $225 |  |
| Law Student | $20 – $35 |  |
| Legal Analyst/Consultant(Non-Attorney) | $75 – $100 | e.g., Sentencing Guidelines consultant. |
| Medical – Other (M.D. or D.O.) | $275 – $400 |  |
| Mitigation Specialist – Non-capital Cases | $75 – $100 | Special skills rate ($95-$120) is for case-needed foreign language fluency or specialized mental health expertise. |
| Neurologist orNeuropsychiatrist (M.D.) | $275 – $400 |  |
| Neuropsychologist (Ph.D.) | $225 – $375 |  |
| Nurse (L.P.N. or R.N.) | $100 – $125 |  |
| Nurse (M.S.N. or D.N.P.) | $150 – $300 | Including S.A.N.E. certified. |
| Pathologist/Medical Examiner | $275 – $400 |  |
| Ph.D – Other | $150 – $300 |  |
| Polygraph | $100 – $250 | Polygraph testing typically billed at a flat rate between$350 and $1,000. |
| Psychiatrist (M.D.) | $275 – $400 |  |
| Psychologist (Ph.D.) | $150 – $300 |  |

**\*** *revised by the Ninth Circuit January 31, 2022*