

PANEL BILLING REFERENCE GUIDE

(01/01/16)

BILLING:

All CJA vouchers must list hours by category rounded to the nearest **tenth of an hour**:

.1=	6 minutes
.2=	12 minutes
.3=	18 minutes
.4=	24 minutes
.5=	30 minutes
.6=	36 minutes
.7=	42 minutes
.8=	48 minutes
.9=	54 minutes

CASE COMPENSATION MAXIMUMS:

Felony	\$10,000.00
Misdemeanor	\$ 2,900.00
Appeals	\$ 7,200.00
Other	\$ 2,100.00
18 U.S.C. § 4106A	
Parole Proceeding	\$ 2,100.00
18 U.S.C. § 4107, 4108	
Prisoner Transfer	\$ 2,900.00

JANUARY 1, 2015 TO DECEMBER 31, 2015:

Felony	\$9,900.00
Misdemeanor	\$2,800.00
Appeals	\$7,100.00
Other	\$2,100.00
18 U.S.C. § 4106A	
Parole Proceeding	\$2,100.00
18 U.S.C. § 4107, 4108	
Prisoner Transfer	\$2,800.00

MARCH 1, 2014 TO DECEMBER 31, 2014:

Felony	\$9,800.00
Misdemeanor	\$2,800.00
Appeals	\$7,000.00
Other	\$2,100.00
18 U.S.C. § 4106A	
Parole Proceeding	\$2,100.00
18 U.S.C. § 4107, 4108	
Prisoner Transfer	\$2,800.00

*** If compensation exceeds the statutory maximum, you must attach to the voucher a detailed memo justifying the excess compensation or file a motion requesting excess compensation and attach the signed order to the voucher.**

CASE DISPOSITION: (Item 21 on CJA 20)

District Court Criminal and Other Proceedings:

Dismissed.....	1
Acquitted by Court.....	2
Government Motion for Judgment of Acquittal Granted.....	2
Acquitted by Jury.....	3
Convicted/Final Plea Guilty.....	4
Convicted/Final Plea Nolo.....	5
Convicted/Court Trial.....	8
Convicted/Jury Trial.....	9
Mistrial.....	C
Not Guilty/Insane/Court Trial.....	E
Guilty/Insane/Court Trial.....	F
Not Guilty/Insane/Jury Trial.....	G
Guilty/Insane/Jury Trial.....	H
Other (PTD matters, other reps.Transfers).....	X

Appeals:

Affirmed.....	A
Reversed.....	R
Remanded.....	0
Reversed in Part/Affirmed in Part.....	RA
Affirmed in Part/Reversed in Part.....	AR
Dismissed.....	1

Probation/Parole/Supervised Release:

Revoked.....	RV
Restored.....	RS

Habeas/Petitions/Writs:

Granted.....	GR
Denied.....	DE

☞ ALL PERTINENT ORDERS/EXCESS MEMO & RECEIPTS MUST BE ATTACHED TO EACH VOUCHER.

GOVERNMENT AIRLINE TRAVEL:

The Government Travel Account allows authorized **CJA Panel Attorneys, experts, and investigators** to obtain discounted government airfare on official CJA business trips and charge authorized airline tickets to a government credit card; such charges are then paid by the court rather than the authorized traveler. Travel related to CJA representation may be arranged by adhering to the following procedures:

1. **Obtain a court order allowing out-of-district travel.**
2. Contact Mike Duncan, the court's financial administrator, at 801-524-6109, to obtain a written Travel Authorization.
3. **After** obtaining the Travel Authorization, the traveler may call Travel Management Center (NTS) 800-445-0668 and request tickets. The traveler must advise the agency of his/her status as a CJA panel attorney, expert or investigator providing CJA representation or related service. The traveler is required to provide the agency with identifiers (defendant's name, district court information, accounting information) as indicated on the Travel Authorization.

Post Travel Documentation:

A copy of the Travel Authorization, court order allowing out-of-district travel, and airline ticket passenger receipt card, must be sent to Mike Duncan, promptly following your trip to U.S. District Court, 350 South Main, Suite 150, Salt Lake City, Utah 84101. A second copy of the Travel Authorization, court order, and passenger receipt card must be attached to the voucher for audit purposes.

****ALL TRAVEL RECEIPTS, INCLUDING ITEMIZED MEAL RECEIPTS, MUST BE ATTACHED TO THE VOUCHER FOR REIMBURSEMENT****

CJA COMPENSATION RATES			
Date From	Date To	In-Court	Out-of-Court
January 1, 2016	Present	\$129.00	\$129.00
January 1, 2015	December 31, 2015	\$127.00	\$127.00
March 1, 2014	December 31, 2014	\$126.00	\$126.00
September 1, 2013	February 28, 2014	\$110.00	\$110.00
January 1, 2010	August 31, 2013	\$125.00	\$125.00

MILEAGE RATES		
Date From	Date To	Rate Per Mile
January 1, 2016	Present	\$0.54
January 1, 2015	December 31, 2015	\$0.575
January 1, 2014	December 31, 2014	\$0.56
January 1, 2013	December 31, 2013	\$0.565