

PROCEDURES TO OBTAIN INTERIM PAYMENTS UNDER THE  
CRIMINAL JUSTICE ACT

When it is considered necessary and appropriate due to the complexity of the case, the expected length of the trial, and the anticipated hardship of counsel in undertaking representation full-time for such a period without compensation, the presiding trial judge may arrange for periodic or interim payments to counsel. Once permission of the court has been obtained counsel should prepare an order outlining payment procedures, specifically addressing payment for actual expenses, travel and compensation (**see order posted on website**).

This order is submitted to the CJA Administrator for submission to the trial judge for approval.

Once the order has had final approval, vouchers are submitted on a **quarterly basis**, with full documentation of all expenses claimed on the voucher, to be approved for payment by the trial judge.

Counsel may apply to the Court to submit interim vouchers on a monthly or bi-monthly basis in extraordinary cases only. Extraordinary for this purpose is considered to be representations expected to exceed 300 hours or total expenditures are expected to exceed \$30,000.00 for appointed counsel and services other than counsel for an individual CJA defendant.

Create the CJA form 20 in eVoucher and submit for interim payment(s).

You do not need to supply an excess compensation memo for each interim voucher that exceeds the statutory maximum. It should be submitted with the last (final) interim voucher.

Please enter the dates for the time period covered by that interim voucher and number your vouchers sequentially in eVoucher.

Interim Vouchers should be submitted to cover the time period through the end of service.

The Final Interim Voucher will be submitted to the Circuit Court for review of the total amount of Attorney Services claimed for the representation.

(Rev. 8/30/2016)