

## CJA Rate Guidelines (April 2015)

Representation Limits (Statutory Amount for Attorneys - Additional Amounts Must Have Prior Approval of Judge and Circuit)		
Type of Representation	Amount	Notes
<b>Felony</b>	<b>\$9,900</b>	
Misdemeanor	\$2,800	
Other Types Probation, Supervised Release, Material Witness, Grand Jury Witness 18:4106	\$2,100	
Post Conviction 28:2241, 2254, 2255	\$9,900	
Appeal	\$7,100	
28:1875 18:983	\$9,900	
18:4107 or 4108	\$2,800	
Capital	\$30,000	No specific amount is established - our practice is to allow \$30,000 "seed" money to get the case going.
Attorney Hourly Rates		
<b>All representations</b>	<b>\$127.00</b>	
Capital - Local Counsel	\$165.00	
Capital - Learned Counsel	\$181.00	
Associate Counsel		
Associates	\$80.00 - \$90.00	Requires prior approval of Judge

<b>Service Provider Limits</b> (Statutory Amount for Service Providers - Additional Amounts Must Have Prior Approval of Judge and Circuit)		
Per type of service	\$ 800.00	Requires approval of District Judge
Per type of service	\$2,400.00	Also requires Circuit Approval
<b>Service Provider Hourly Rates</b>		
<b>Paralegal</b>	<b>\$45.00</b>	Up to this amount.
<b>Investigator</b>	<b>\$75.00</b> <b>\$55.00</b> <b>\$65.00</b>	Circuit - Up to this amount. Higher rate for foreign language expertise.  Nevada's general rate
<b>Interpreters/Translators</b>	<b>\$25.00 - \$75.00</b>  <b>\$109.00</b> <b>\$198.00</b>	Generally pay \$40.00 for translating documents and \$45.00 for interpreting  Half day Full day
Document Technician	\$15.00 - \$25.00	
Mitigation Specialist (non testifying)	\$100.00	Up to this amount
Non-Testifying: Psychiatrists, Neurologists & Medically Licensed Experts	\$150.00 - \$275.00	
Forensic Experts	\$200.00	
Psychologists (with Ph.D.)	\$200.00	
Accountants	\$150.00 - \$350.00	

**CJA Standards**  
(October 2014)

In General	
Daily Billable Hours	Billable hours per day should not exceed 10 hours a day in the aggregate for all work performed on CJA appointments unless preparing for trial or in trial.
Time Not Compensable	Time claimed for acceptance of appointments, preparation of vouchers, preparation of CJA 26's is not compensable
Interim Payments	<p>The Court hereby authorizes submission of "Interim" vouchers for compensation, without prior court approval, so long as the interim vouchers exceed \$500 and are submitted to the Court no more than on a monthly basis. Interim vouchers for compensation <b>shall</b> be submitted no later than ninety days after the initial appointment and at ninety-day intervals as long as the interim vouchers exceed \$500, and at ninety-day intervals for the duration of the appointment as long as the interim vouchers exceed \$500.</p> <p>(Interim payments for counsel, may only be submitted on a monthly basis if they exceed \$500. Otherwise, you must wait until the end of the next complete month when this amount has been reached or exceeded. You may not request payment for a partial month unless it is the first or final voucher. Note: this rule <b>does not</b> apply to cases when counsel have been directed to submit monthly vouchers.)</p>
Associates	The use of associates is allowed only with prior approval of the presiding judge. Associates are billed at the hourly rate established by the court regardless of the nature of the case.
Final Vouchers	Unless good cause is shown, final vouchers should be submitted no later than 45 days after the disposition of the appointment. Prior court approval is required to submit a voucher more than 90 days from the disposition of the appointment.
Expert Services	The total cost of expert services obtained without prior authorization may not exceed \$800, excluding expenses. Once the \$800 limitation has been met by any one or combination of service providers, prior authorization must be obtained from the court, unless counsel meets the exigency

	requirements of 18 U.S.C. §3006A(e)(2)(B). Subject to judicial review, counsel may spend up to \$800 without prior authorization, regardless of the amount that has been spent on services <i>with</i> prior authorization.
In Court Services	
	In-court time [15a-h] should be limited to the time specifically spent in court . In-court time may be calculated beginning 15 minutes before the hearing is scheduled to begin until either the time you leave the hearing or the hearing concludes, whichever is earlier.
	All other time associated with the hearing should be included in the Out-of-Court category, including for example, travel time to and from court [16d], conferences with other counsel or with individuals affiliated with the defendant, and interviews with the defendant at Marshal’s lockup [16a].)
Out of Court Services	
Obtaining and Reviewing Records	It is expected that attorneys will review discovery and other factual based documents at a rate of not less than 60 pages per hour. If time exceeds this guideline, a brief explanation must be included.
	Time claimed for review of discovery or documents must include the number of pages reviewed either by indicating the number of pages or size (inches) of the document. Time claimed for review of an audio/video must include the length of the audio/video.
	Time spent downloading, opening, renaming, saving, printing, and/or forwarding a Notice of Electronic Filing (NEF) is considered a clerical function, which falls under the category of “general office expenses” and is <b>not compensable</b> . Claims for reviewing a NEF and any associated document(s) should be limited to only the time spent reading the text of those documents. In addition, the document number(s) of the NEF(s) and any associated document(s) reviewed must be noted so that the Court can assess the reasonableness of the time spent.
	When billing a case where numerous NEFs and documents are reviewed in a single day, the time claimed must be actual time spent, and recorded as a single line item on the voucher.

Legal Research and Brief Writing	Preparation of standard or routine stipulations, e.g., stipulation that do not involve any legal research such as stipulations to continue sentencing, trial, pretrial motion or response due dates) and form filings: .5 to .7 hr.
	Review of a stipulation prepared by another party: no greater than .3 hr. (18 min.)
CJA Panel Travel	
Prior Authorization	Prior authorization must be obtained for travel expenses over \$150. <b>Panel attorneys and experts should make travel arrangements using the most economical means available not to exceed the government rate offered by the government's contract travel service.</b>
Travel for Multiple Clients	If travel involves visits with multiple clients under CJA, the time spent in common must be prorated and the entire amount of travel or other expenses applicable to more than one CJA representation must be billed to one representation. The supporting materials to the voucher on which the expenses are billed must cross-reference the other CJA representations. Guideline §230.50(f).
Computing Time and Mileage	Travel time and mileage must compute from the office, not the attorney's home, unless home is the office.
Expenses	
In General	Appointed attorneys are expected to assist the court in finding the least expensive reasonable method to provide high quality legal services to their clients. Attorneys will not be compensated for tasks of a secretarial nature, e.g., time for picking up discovery; time spent mailing, faxing, copying, etc. The use of a messenger service is encouraged when it would be less expensive than attorney time for errands. Office supplies such as binders, DVD's, etc., are not reimbursable expenses.
Subpoenas	Service of Subpoena(s) and payment of fact witnesses fees are not reimbursable through the CJA system (see Rule 17b and information re: Fact Witness Vouchers).
Prior Authorization	Prior authorization must be obtained to claim expenses over \$500.00

Photocopies	The number of pages for in-house copy work must be referenced; the maximum allowed for copies is \$0.10 per page. CJA does not reimburse for printing or scanning.
	Counsel should use the most fiscally responsible method for discovery duplication. If copying costs may exceed \$500, whether in-house or if an outside vendor is used, prior approval is required. Excessive duplication of case law is strongly discouraged and will not be reimbursed. Excessive duplication of discovery materials for associate review will not be reimbursed. Printing of briefs is not reimbursable. (Guideline §230.46).
Facsimiles	Reimbursement of facsimiles is limited to the actual cost of any long distance charge associated with the phone transmission for an outgoing document. No reimbursement is allowed for receipt of a facsimile.
Computer Assisted Legal Research	The cost of use of CALR (Computer Assisted Legal Research) may be allowed, provided the amount claimed is reasonable. A copy of the pro-rated bill for the legal research services used must be provided. Costs for downloading or printing is not compensable.
PACER	Counsel should apply for a no-fee account by contacting the PACER Service Center in San Antonio at 1-800-676-6856.