

## District of Oregon CJA Tip Sheet

### General Billing Guidance

Please note that this is not an exhaustive list. For more information, please see the District of Oregon CJA Attorney Manual, the Ninth Circuit Judicial Conference CJA Policy and Procedures, and the CJA Guidelines in Volume 7 of the Guide to Judiciary Policy.

CJA counsel bill on CJA20s and create those for themselves in eVoucher. CJA counsel must create CJA 21s in eVoucher for their experts and attach them to the correct authorization (or use no authorization as appropriate, for example pursuant to Standing Order 2017-5). Experts are required to enter their own services. Attorneys need to “assign” the CJA 21 vouchers to the expert when creating the voucher. An exception can be made for experts who are not anticipated to be active and regular panel experts. If the attorney is willing, they can enter in that expert’s time themselves. Time spent completing vouchers is not compensable, whether done by the expert or the attorney. Attorney review of expert vouchers is required and is compensable time.

Bill in six-minute increments. If the time spent on a service does not approach six (6) minutes, do not enter the time as a 0.1. You can aggregate shorter periods of time, but the aggregate should not total more than the actual time spent. Minimal individual time that cannot be aggregated can be noted as no charge in the services tab by entering 0.0 for the units or a general public note can be added to the confirmation page.

Minutes	Tenths
0-3	.0
3-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

Questions? Contact the CJA Panel Team!

[OR\\_PanelTeam@fd.org](mailto:OR_PanelTeam@fd.org)

(503) 326-2123, ask for eVoucher help

eVoucher: navigate to Help, eVoucher Documentation

Each service entry should be unique even for similar services. Services need to be itemized and should not be combined with large entries for various services spanning a day. Time entries require sufficient detail for courts to make a determination of reasonableness. For example, if documents are reviewed, enter an estimated page count and the type of document, such as transcripts, investigative reports, medical records, etc.

If you have billable communications by email, phone, or in person, please identify who was contacted by initials or other identifier, such as Witness 1. When meeting with other CJA billers on a case, all should confirm the amount of time to be billed at the conclusion of the meeting. Comments confirming meeting times should be added in the Public/Attorney Notes field on the Confirmation tab as this speeds up the voucher review process. Attorneys should confirm the dates of court appearances in PACER before submitting their voucher.