

SAMPLE

Today's Date

Expert or Service Provider name and address

Re: Case name, case number

Dear **Expert or Service Provider**,

The engagement of your services for this case is subject to the following:

1. You will be compensated at a rate of \$__ per hour. The maximum payment amount for which I am applying to the court for preauthorization as of this date for your services is \$____. Expenses are not counted toward this total. Additional funding will require the court's approval of a separate preauthorization request.
2. You will submit your vouchers (CJA Form 21) to me, and it is my responsibility as counsel to certify to the court that the services were rendered. Payment for your services will be subject to approval by the presiding judge and, in certain circumstances, the 9th Circuit Administrative Judge for our District. Approved payments are made by the Department of the Treasury.
3. The presiding judge (and the circuit chief judge, if applicable) has discretion to reduce a voucher. Specific reasons include: (a) a mathematical error; (b) non-compliance with the Guidelines for Administering the CJA and Related Statutes (CJA Guidelines), Guide to Judiciary Policy, Volume 7, Part A, or court policies; and (c) a determination that the services claimed are unreasonable either in terms of the work performed or the amount of time and expenses submitted. Accordingly, this Engagement Letter is not a guarantee of payment for all services rendered or expenses incurred.
4. **Do not perform services or incur expenses that would result in an invoice in excess of the maximum payment amount authorized by the court** (as set forth in paragraph (1)). Doing so creates a risk that the court will not authorize the payment for the work done or expenses incurred in excess of the maximum authorized amount, even if the services performed or expenses incurred are necessary. You must advise me before you exceed the court's maximum authorized payment amount, and if I determine such additional work and/or expenses are necessary for the representation, I will seek approval from the court for a new maximum authorization level, before such work is performed or expenses incurred.
5. Travel expenses will be reimbursed on the basis of actual expenses incurred. Please consult with me regarding the maximum reimbursement amounts for travel expenses.

Airline travel must be authorized by the court by my application. If airline travel is authorized, I will provide guidance to you regarding the purchase of a ticket.

6. Record Keeping - Consistent with CJA Guidelines §320.90, you are required to maintain contemporaneous time and attendance records for all work/services billed , including work performed by associates, partners, and support staff, as well as expense records. These records should be submitted in 6 minute increments and entered line by line on your CJA voucher for payment, and must be retained for three years after approval of the appointed counsel's or the service provider 's final voucher, whichever is later.
7. Unless otherwise authorized by the court, a voucher for services performed and expenses incurred for the representation will be submitted at the conclusion of your services. While the court attempts to process invoices as quickly as possible, there may be delays in payment due to workload and other factors.
8. Scope of Work - You are authorized to do the following work :
 - a. Describe tasks to be completed

Respectfully,

Attorney Name

Accepted by **Expert Name:** _____

Date: _____