



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**

**CRIMINAL JUSTICE ACT
VOUCHER REVIEW PROCEDURES**

EFFECTIVE OCTOBER 9, 2020

Approved by Board of Judges for the Northern District of Florida October 9, 2020

Maintained by
United States District Court
Northern District of Florida
Office of the Clerk
Jessica J. Lyublanovits

I. Authority

Under the Criminal Justice Act of 1964 (Criminal Justice Act), as amended, 18 U.S.C. § 3006A, and the *Guide to Judiciary Policy (Guide)*, Volume 7A, the judges of the United States District Court for the Northern District of Florida unanimously adopted this court's Criminal Justice Act Plan (CJA Plan), as approved by the Circuit Judicial Council for the Eleventh Circuit, for the purpose of furnishing representation in federal court to any person who is financially unable to obtain adequate representation in accordance with the Criminal Justice Act of 1964.

Following the adoption of the adoption of this court's CJA Plan, at its September 2018 and March 2019 sessions, the Judicial Conference of the United States approved amendments to the model CJA Plan requiring courts to implement CJA voucher review standards and procedures. In response to this requirement, the procedures below are adopted by the Northern District of Florida.

II. Voucher Review Procedures

A. Appropriate court staff will review claims for compensation for mathematical and technical accuracy and for conformity with the *Guide*, Vol. 7A, and, if correct, will forward the claim for consideration and action by the presiding judge.

B. Prior to taking action on the claim:

1. the court may refer the voucher to the federal public defender or the CJA Committee for review and recommendation on the reasonableness of the claim and
2. the court or the federal public defender may, in the first instance, contact appointed counsel to inquire regarding questions or concerns with a claim for compensation.

C. Except in cases involving mathematical corrections:

1. counsel will be notified of any potential voucher reduction and will be given the opportunity to provide information or documentation relevant to the voucher and the concerns raised by the court and
2. no claim for compensation submitted for services provided under the Criminal Justice Act will be reduced without affording counsel notice and the opportunity to be heard.

D. If, after following the procedures described above, the court decides to reduce a claim for compensation, the panel attorney may request an independent review of the originally submitted voucher and the reduction applied by the court. The following procedures will apply to the independent review process:

1. A request for independent review must be submitted to the clerk of court in the manner the clerk of court directs within fifteen days of being notified of the court's final decision to reduce a claim for compensation.
2. Upon receipt of a timely filed request for independent review, the clerk of court will provide the request for independent review, the original voucher, the approved reduced voucher, and any other supporting documentation to the CJA Committee for review.
3. The CJA Committee will have thirty days from the date of notice to independently review the voucher and all supporting documentation for reasonableness and compliance with statutory requirements and the requirements of the *Guide*, Vol. 7A and the CJA Plan and provide a recommendation to the court with a copy to the affected attorney.
4. When conducting the independent review, members of the CJA Committee may seek additional information from the judicial officer, the clerk of court, the requesting attorney, or any other source of information relevant to the review process.
5. Although the CJA Committee is charged with conducting an independent review and making a recommendation to the court, the final decision concerning payment, modification, or rejection of any voucher submitted rests solely with the presiding judge.

III. Effective Date

To provide guidance in the implementation and administration of the Criminal Justice Act, as required under 18 U.S.C. § 3006A, the Judges of this court unanimously adopt these CJA Voucher Review Procedures effective October 9, 2020.