

Excess CJA Voucher Supporting Documentation

When excess vouchers must be sent to the circuit for approval, each voucher must have the supporting documentation detailed below:

Budgeted Cases

Once a budget is approved by the Circuit Court, CJA-20, CJA-21, CJA-30 and CJA-31s can be paid at the district court level as long as each voucher is within the budget. However, the **final** voucher must be sent to the circuit for approval, with a copy of the budget attached to the final voucher.

Non-budgeted cases:

All excess compensation vouchers in non-budgeted cases must go to the circuit for approval. They must include the following documentation:

- CJA – 20
 - CJA 26 Statement for Excess Compensation Claim
 - Letter from the district court judge in support of the excess compensation claim

- CJA – 21
 - Prior approval should be sought. Refer to *CJA & eVoucher Protocols, A Quick Reference Tool* for further instruction on expert services.