

REVISED NOTICE FEBRUARY 2003

NOTICE TO COUNSEL APPOINTED UNDER THE CRIMINAL JUSTICE ACT

TELEPHONE NOS: TRAVEL AUTHORIZATION ONLY (415) 556-9853
Other CJA Voucher Information (415) 556-9771 [for Central/
Southern California - call Pasadena Clerk's Office (626) 229-7250]

Effective immediately counsel appointed under the Criminal Justice Act *must* purchase airline tickets through National Travel Service. Airfare ordinarily will not be reimbursable on CJA vouchers. An account has been set up to allow appointed counsel to use government rates for airline travel. The airline tickets are fully refundable and allow for flexibility in air travel at a lower cost. The Court will pay for the airline ticket directly with no initial outlay by counsel. Upon determining that air travel is required, please call the Clerk's Office IMMEDIATELY at (415) 556-9853 to receive your written travel authorization and further instructions.

National Travel Service also offers government rates on hotels and car rentals, and you should call (415) 556-9853 for written authorization for these rates. You should bear in mind, of course, that only out-of-pocket expenses *reasonably incurred* will be reimbursed. Thus, car rental generally is reimbursed only when taxi or shuttle service is either unavailable or more expensive than car rental.

Although the Court has been requiring counsel to file appellate vouchers within seven days of oral argument or submission on the briefs, the Court has now delegated CJA certification authority to Appellate Commissioner Peter L. Shaw, and counsel will be allowed 45 days from the final disposition of the appeal within which to file vouchers.

You are encouraged to wait until you have completed all work on the appeal, including a petition for rehearing, suggestion for rehearing en banc, and petition for a writ of certiorari, and then file one voucher to cover all work on the appeal. This will allow the most accurate assessment of whether the appeal is "extended or complex" or whether the statutory maximum limits the compensation available. If you prefer, you may continue to follow the current practice and file your voucher shortly after oral argument or other submission. If you later file a petition for rehearing or a petition for a writ of certiorari, you may request a supplemental CJA voucher from the Operations Assistants by telephone or letter.

All appellate vouchers are certified by the Appellate Commissioner, and any vouchers certified in an amount greater than the statutory maxima are forwarded to the Chief Judge or active judge delegate for approval. If you have any questions concerning CJA procedures, please contact the Operations Assistants at (415) 556-9771. [Calls from Central & Southern California may be directed to the Pasadena Clerk's Office @ (626) 229-7250.]