

Guide to Judiciary Policy

Vol. 7: Defender Services

Pt. A: Guidelines for Administering the CJA and Related Statutes

Ch. 3: Authorization and Payment for Investigative, Expert, or Other Services

Appx. 3A: Sample Request for Advance Authorization for Investigative, Expert or Other Services

TO: Chief Judge (or Delegate) _____
United States Court of Appeals for the _____ Circuit

DATE: _____

FROM: _____

SUBJECT: Advance Authorization for Investigative, Expert, or Other Services

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e)(3) of the Criminal Justice Act, [18 U.S.C. § 3006A](#), [or, for capital cases commenced, and appellate proceedings in which an appeal is perfected, on or after April 24, 1996, under [18 U.S.C. § 3599\(g\)](#),] as follows:

Case Name & Designation

Name of Expert or Investigator or Service Provider

Address _____

Type of Service _____

Reasons for Application

Estimated Compensation (Non-Capital Case) \$ _____

Estimated Compensation and Expenses (Capital Case) \$ _____

Estimated Compensation and Expenses of All Investigative, Expert, and Other Services
(Capital Case) \$ _____

I certify that the estimated compensation in excess of the maximum set forth in [18 U.S.C. § 3006A\(e\)\(3\)](#) [or, if applicable, the estimated compensation and expenses in excess of the maximum set forth in [18 U.S.C. § 3599\(g\)](#),] appears necessary to provide fair compensation for services of an unusual character or duration and therefore recommend approval of this advance authorization in the amount of

\$ _____

United States District Judge
or United States Magistrate Judge

Date

Advance authorization is hereby approved in the amount of

\$ _____.

Chief Judge, United States Court of Appeals
(or Delegate)

Date