

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

WASHINGTON, D.C. 20544

Date: 09/24/2025

GUIDE TO JUDICIARY POLICY

TRANSMITTAL 07-018 VOLUME/PART 7A CHAPTER(S) 2, 3

TO: Judges, United States Courts of Appeals
Judges, United States District Courts
United States Magistrate Judges
Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts of Appeals
Clerks, United States District Courts
Chief Probation Officers
Chief Pretrial Services Officers
Senior Staff Attorneys
Circuit Librarians
Chief Circuit Mediators

FROM:

Judge Robert J. Conrad, Jr.
Director



RE:

DEFENDER SERVICES

This transmittal provides notice of changes to the *Guide to Judiciary Policy*, Volume 7 (Defender Services), Part A (Guidelines for Administering the CJA and Related Statutes):

[Chapter 2 – Appointment and Payment of Counsel](#)

[Appendix 2A – Model Plan for Implementation and Administration of the Criminal Justice Act](#)

[Chapter 3 – Authorization and Payment for Investigative, Expert, or Other Services](#)

Significant changes include the following:

- Eliminate legacy Excel forms in favor of guidance to contact the assigned Circuit CJA Case Budgeting Attorney, the court, or the AO's Defender Services Office;
- Add Judicial Conference policy on availability of interim vouchers to the Model CJA Plan;

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- Raise amounts where receipts are required for reimbursement claims to \$75 consistent with staff travel regulations; and
- Update Community Defender Organization Grant and Conditions to Fiscal Year 2025 revision.

The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the AO Defender Services Offices, at 202-502-3030.

REDLINE COMPARISON REFLECTING CHANGES	
<i>[Significant changes in Chapter 2 (Appointment and Payment of Counsel) follow:]</i>	
§ 230 Compensation and Expenses of Appointed Counsel [. . .]	
§ 230.26 Case Budgeting [. . .]	
§ 230.26.20 Case-Budgeting Procedures [. . .]	
(b)	<u>Case-budgeting forms and instructions are available from circuit case-budgeting attorneys, CJA panel administrators, or the court. For additional assistance, contact the AO’s Defender Services Office, Legal and Policy Division Duty Day Attorney at 202-502-3030 or by email to DSO LPD@ao.uscourts.gov. Case-budgeting forms (Forms CJA 28A – CJA 28H), together with instructions for their use, may be found on the public judiciary website.</u>
[. . .]	
§ 230.53 Compensation of Co-Counsel [. . .]	
§ 230.53.20 With Appointment [. . .]	
(b)	The finding of the court that the appointment of an additional attorney <u>(or attorneys)</u> in a difficult case was necessary and in the interest of justice must appear on the Order of Appointment. [. . .]
<i>[Significant changes in Appendix 2A (Model Plan for Implementation and Administration of the Criminal Justice Act) follow:]</i>	
XII.	Compensation of CJA Panel Attorneys [. . .]
B.	Payment Procedures [. . .]
2.	<u>Interim payments are available at regular intervals in representations exceeding 90 days in duration or \$4,000 in accrued compensation and expense claims. See: Guide, Vol. 7A, § 230.73.10. [Districts may set earlier intervals under 18 U.S.C. § 3006A(d)(1).] Final cG</u> laims for compensation should be submitted no later than 45 days after final disposition of the <u>matter</u> case , unless good cause is shown.

REDLINE COMPARISON REFLECTING CHANGES

[Significant changes in Chapter 3 (Authorization and Payment for Investigative, Expert, or Other Services) follow:]

§ 310 In General

[. . .]

§ 310.40 Claims for Services Other than Counsel

All claims for services other than counsel, under [18 U.S.C. § 3006A\(e\)](#), must be submitted using the eVoucher system and should include the following:

[. . .]

- (d) supporting documentation, where practicable, for all expenses of lodgings and subsistence, and for ~~any expenses in excess of \$50~~ each expense over \$75.