



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

FREQUENTLY ASKED QUESTIONS
BY CJA PANEL MEMBERS

(revised 12/29/2015)

1. What are the hourly rates of compensation and their effective dates?

05/01/2002 – 12/31/2005	\$ 90.00 per hour
01/01/2006 – 05/19/2007	\$ 92.00 per hour
05/20/2007 – 12/31/2007	\$ 94.00 per hour
01/01/2008 – 03/10/2009	\$100.00 per hour
03/11/2009 – 12/31/2009	\$110.00 per hour
01/01/2010 – 08/31/2013	\$125.00 per hour
09/01/2013 – 02/28/2013	\$110.00 per hour
03/01/2013 – 12/31/2014	\$126.00 per hour
01/01/2015 – 12/31/2014	\$127.00 per hour
01/01/2016 – present	\$129.00 per hour

2. What is the reimbursement rate for mileage?

02/01/2007 – 03/18/2008	\$0.485 per mile
03/19/2008 – 07/31/2008	\$0.505 per mile
08/01/2008 – 01/31/2009	\$0.585 per mile
02/01/2009 – 12/31/2009	\$0.550 per mile
01/01/2010 – 12/31/2010	\$0.500 per mile
01/01/2011 – 04/16/2012	\$0.510 per mile
04/17/2012 – 12/31/2012	\$0.555 per mile
01/01/2013 – 12/31/2013	\$0.565 per mile
01/01/2014 – 12/31/2014	\$0.560 per mile
01/01/2015 – 12/31/2015	\$0.575 per mile
01/01/2016 – present	\$0.540 per mile

NOTE: Receipts are required for parking and toll fees.

3. Where do I send my voucher for payment?

CJA Coordinating Attorney
101 West Lombard St., Chambers 8A
Baltimore, MD 21201

4. How do I issue subpoenas under the CJA?

Subpoenas under the CJA are served by the Office of the United States Marshal upon the order of the court. Subpoenas should be prepared pursuant to Fed. R. Crim. P. 17(b). The request for a subpoena may be filed ex parte. The Office of the United States Marshal requests that subpoenas be filed with its office not later than fourteen days prior to the start of trial.

5. Can I get the assistance of an expert or investigator for my CJA case?

Yes, the district court has authority to approve up to \$2,500.00 in expert or investigative compensation. Any request for more than \$2,500.00 in funding must be certified by the district court Judge and approved by the Chief Judge of the Fourth Circuit. All requests for expert or investigative assistance must be made in writing and forwarded to the CJA Coordinating Attorney with a CJA Form 21.

6. Are there presumptive rates for expert or investigative services?

Effective November 16, 2005, the bench approved the following presumptive rates:

Psychiatrists & psychologists	\$225.00 per hour
Investigators	\$ 60.00 per hour
Paralegal services	\$ 35.00 per hour

Prior to November 16, 2005 the presumptive rates were:

Psychiatrists & psychologists	\$190.00 per hour
Investigators	\$ 45.00 per hour
Paralegal services	\$ 25.00 per hour

7. How do fact witnesses get reimbursed under the CJA?

If this Court has approved a subpoena under Fed. R. Crim.P. 17(b), the fact witness fee and travel reimbursement are paid by the Office of the United States Marshal. The travel authorization form must be filled out correctly and delivered by the panel attorney to the Office of the U.S. Marshal in order to secure the fact witness reimbursement. A fact witness reimbursement form is included in the form list at the end of this section. The CJA Coordinating Attorney can certify the fact witness voucher as long as a subpoena was issued.

8. How do I obtain interpreters?

Interpreters for court proceedings are paid for by the court. If you require an interpreter in court, you should contact the Assistant United States Attorney handling the case, or notify the Clerk's Office at 410-962-3837 for cases being heard in the Northern Division or 301-344-3220 for cases being heard in the Southern Division.

If you require an interpreter for a client meeting, CJA funds are utilized. For an out of court meeting, you should seek authorization from the CJA Coordinating Attorney on a CJA

Form 21. Attach a letter to the form explaining your need for an interpreter as well as your basis for the estimated compensation and forward the voucher and letter to the CJA Coordinating Attorney. The current rates for a certified interpreter are \$418.00 for a full day and \$226.00 for a half-day. A complete list of the rate schedule is available [here](#). Since more than one meeting with the client will probably be required, it may be advisable to seek authorization from the CJA Coordinating Attorney for the statutory maximum of \$2,500.00. The interpreter should use the interpreter worksheets on this Court's website for billing purposes. Please insure that your interpreter does not exceed the statutory maximum of \$2,500.00. You should keep copies of your interpreter's billing statements to make sure the statutory maximum.

9. I need an interpreter, investigator or expert, but I don't know whom to call. What should I do?

A current [list of interpreters](#) is posted on this Court's website.

The CJA Coordinating Attorney also has lists of experts and investigators willing to accept the court's compensation rates. The Court does not vouch for or certify the quality of these experts or investigators; it simply provides referrals to experts accepting this Court's rate structure. The Office of the Federal Public Defender can also provide referrals to qualified expert witnesses.

10. I have a question about a misdemeanor duty day assignment, whom should I contact?

If you have a question about your arrival time, court location, an appointment or voucher payment problem, contact the CJA office at 410-962-4647. If you have a question about a legal issue or a sentencing question, contact the Federal Public Defender at 301-344-0600 or 410-962-3962.

11. My client is detained, where should I call to determine his location?

Information regarding prisoner location can be obtained from the Prisoner Operation Section of the United States Marshal Service at 410-962-2518. It is advisable to call before visiting any institution.

12. How do I obtain a PACER account for my CJA work?

CJA attorneys may obtain an exempt PACER account by contacting the PACER Service Center at 800-676-6856.

13. I need to travel overnight in association with my CJA appointment, what do I do?

Court permission is necessary for any travel associated with a CJA appointment. To obtain authorization for overnight travel or travel by common carrier, please send a detailed request to the CJA Coordinating Attorney. A travel authorization containing the applicable per diem will be prepared for the district judge's signature. The CJA appropriation pays directly for all travel by common carrier. Reimbursements will be made for food and lodging based on the approved government per diem.

14. I have a defendant who is out on bond and resides out of state. How do I arrange for his transportation to Maryland to attend the court proceedings?

The Office of the United States Marshal is responsible for the defendant's transportation costs under 18 U.S.C. § 4285. This provision requires the Marshal's Service to provide transportation and subsistence to the "place where the defendant's appearance is required." Counsel should seek a court order stating that the defendant is indigent and directing the U.S. Marshal to provide travel and subsistence for the defendant to the court location. **The statute only provides for travel expenses to the court and subsistence expenses while en route.**

It is important to note that the statute does not require the Office of United States Marshal to provide defendants with transportation home following a court appearance. Nor does the statute require this Court to provide subsistence payments to the defendant following arrival. If a client requires subsistence following his arrival in Maryland, counsel should request this Court to order that lodging and food be provided to the defendant through Pretrial Services under 18 U.S.C. §3154(4). Housing can be provided through a halfway house such as Volunteers of America.

Please note, that Criminal Justice Act funds are not available for lodging and subsistence of a defendant during trial. Nor is there any method to reimburse a defendant for expenses incurred in securing lodging during trial.

15. Where can I find instructions for completing the various CJA Forms?

The U.S. Courts website (www.uscourts.gov) contains current and detailed instructions for completing each of the CJA Forms. The links are provided below. You may also call the CJA office at 410-962-4647 with your questions.

[Instructions for completing CJA Form 20 \(Appointment of and Authority to Pay Court-Appointed Counsel\)](#)

[Instructions for completing CJA Form 21 \(Authorization and Voucher for Expert and Other Services\)](#)

[Instructions for completing CJA Form 24 \(Authorization and Voucher for Payment of Transcript\)](#)

[Instructions for completing CJA Form 30 \(Death Penalty Proceedings: Appointment of and Authority to Pay Court-Appointed Counsel\)](#)

[Instructions for completing CJA Form 31 \(Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services\)](#)

[Instructions for completing CJA Form 26 \(Memorandum for a Claim in Excess of the Case Compensation Maximum: District Court\)](#)