

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 12-11**

**Voucher Preparation Guidelines for Attorneys Appointed
Under the District of Columbia Criminal Justice Act**

WHEREAS, the Plan for Furnishing Representation to Indigents Under the District of Columbia Criminal Justice Act dated March 1, 2009 (“Plan”) provides for the furnishing of legal services to indigent defendants pursuant to D.C. Code §11-2601 *et seq.* (2001) , and delineates specific procedures for Superior Court; and

WHEREAS, the Voucher Review Committee, composed of three Associate Judges and the President of the Superior Court Trial Lawyers Association, revised the Voucher Preparation Guidelines (“Guidelines”) after seeking comments from the bench and bar about proposed revisions; and

WHEREAS, the revised Guidelines are intended to promote a reasonable and consistent review of vouchers by judicial officers; and

WHEREAS, a request for compensation and reimbursement for expenses shall be in the form of a voucher either (1) automatically issued at the time of appointment, or (2) by the request of counsel through the Court’s Web Voucher System; and

WHEREAS, all voucher requests are subject to pre-payment and post-payment audits by the Fiscal Office of the District of Columbia Courts, counsel should ensure all information submitted is accurate, detailed and complete; and

WHEREAS, the Plan Sec. II(D)(1) allows for fair compensation for time and reimbursement of out-of-pocket expenses incurred during representation; and

WHEREAS, pursuant to the Plan Sec. II(D)(3), a standard voucher shall contain an accounting of (1) the dates of the work performed, (2) a detailed description of the nature of the work in accordance with voucher instructions; and (3) all time expended to the tenth of the hour; and

WHEREAS, pursuant to the Plan Sec. II(D)(5), a guideline fee voucher is a fixed compensation voucher set by the Court for selected offenses to compensate counsel for all work performed in representation of that client; and

WHEREAS, pursuant to D.C. Code § 11-2604(b)(1) the maximum compensation for CJA representation shall be governed by 18 U.S.C. § 3006A(d)(2); and, as of 2012, that amount is \$7,000.00 for felonies and \$2,000.00 for misdemeanors. Claims made in excess of those amounts pursuant to D.C. Code § 11-2604(c) must be approved by the Chief Judge; and

WHEREAS, all vouchers must be filed through the Court’s Web Voucher System;

NOW, THEREFORE, it is by the Court,

ORDERED, that Voucher Preparation Guidelines for Attorneys Appointed to Represent Indigent Defendants in Superior Court, issued herewith, are hereby adopted for use until further Order of the Court; and it is further,

ORDERED, that this Administrative Order shall go into effect on October 15, 2012, and shall remain in effect until further order of the Court.

SO ORDERED.

BY THE COURT

DATE: October 12, 2012

/s/

Lee F. Satterfield
Chief Judge

Copies to:

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Senior Judges
Magistrate Judges
Executive Officer
Clerk of the Court
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