

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER NO. 16-08**

**Process for the Submission of Vouchers in Not Guilty By Reason of Insanity (NGRI) Cases**

**WHEREAS**, the Criminal Justice Act (CJA) Plan provides that vouchers in all criminal cases must be submitted within a prescribed timeline; specifically, within 120 days from the termination of representation date; and

**WHEREAS**, upon the disposition in a felony or misdemeanor criminal case, wherein the finding by the judge and/or jury results in a determination of NGRI, the defendant in the case is typically committed to a hospital for the mentally ill; and

**WHEREAS**, representation by appointed counsel in such matters can and has spanned over numerous years in consideration of post-trial matters, which take place after the disposition of these cases; and

**WHEREAS**, a formal business process and prescribed timeline for the submission of vouchers for legal services rendered in NGRI cases has not previously been developed; and

**WHEREAS**, the development and implementation of a formal business process and prescribed timeline for the submission of NGRI vouchers will better enable the Court to account for all outstanding vouchers and ensure that the accounting treatment of these vouchers comports with established policies and procedures;

**NOW, THEREFORE**, it is, by the Court,

**ORDERED**, that the process for the submission of vouchers in Not Guilty By Reason of Insanity (NGRI) cases is hereby established in the manner set forth below:

1. Appointed counsel will request and receive one voucher annually for each case for the purposes of recording billing services rendered during the calendar year;
2. Unless otherwise specified by Court Order, only one legal voucher per case can be issued per calendar year (no supplemental vouchers shall be issued);
3. Each legal voucher issued will have an appointment date and case file date of January 1<sup>st</sup> of each calendar year;
4. A new legal voucher for a new calendar year cannot be requested until the prior year voucher has been submitted or moved to the “No Intent to Bill” folder within the Courts’ Web Voucher System (WVS);
5. Each legal voucher can be submitted at any time during the calendar year, but that voucher must include all proposed billings in the case for that particular calendar year of submission;

6. Counsel shall therefore have only one opportunity a year to file a voucher, representing all services rendered during that calendar year;
7. The annual review voucher will be identified (by the appointed counsel) as an “End of Year “(EOY) voucher in the attorney comments section on the legal voucher.
8. The EOY voucher must be submitted no later than 120 days after the end of each calendar year (i.e., December 31<sup>st</sup>);
9. No services from prior years will be permitted to be billed on a next calendar year voucher;
10. In all cases where there have been no services rendered during a calendar year, the appointed counsel must move the unused voucher to the “No Intent to Bill” folder (This action will allow for the next year voucher request to process without delay);
11. If at any time during the calendar year the attorney is withdrawn from representation or is deceased, the voucher can be submitted to close out the case for final billing before the end of the calendar year;
12. All NGRI-Review case vouchers must be submitted no later than 120 days after the end of each calendar year;
13. Vouchers filed over 120 days after the end of the calendar year will not be paid unless the attorney submits a letter explaining the failure and the Chief Judge approves a waiver of the deadline; it is further

**ORDERED**, that the process for the submission of vouchers in NGRI cases set forth herein will take effect on January 1, 2017.

**SO ORDERED.**

**BY THE COURT**

Date: May 11, 2016

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/s/  
Lee F. Satterfield  
Chief Judge

Copies to:

All Judicial Officers  
Executive Officer  
Clerk of the Court  
Division Directors  
Chief Financial Officer  
Chief, Defender Services Branch