

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 23-09**

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

**Supersedes Administrative Order 12-11**

**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**, pursuant to the 2023 Consolidated Appropriations Act, the hourly rate of compensation for legal services for indigent defendants performed under the Criminal Justice Act have been increased; 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**, 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**, the maximum compensation for CJA representation, as of January 1, 2023, is **\$8,600.00** for felonies and **\$2,400.00** 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;

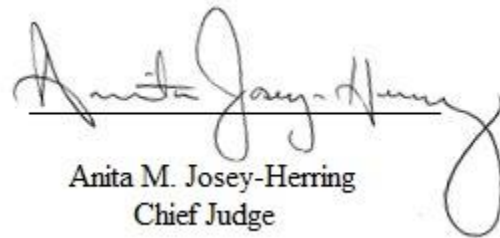
**NOW, THEREFORE**, it is by the Court,

**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 is effective January 1, 2023, *nunc pro tunc*, and shall remain in effect until further order of the Court.

**SO ORDERED.**

**DATE: May 2, 2023**



Anita M. Josey-Herring  
Chief Judge

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