



Criminal Justice Act

Common Mistakes That Delay CJA Payments

- Lack of court orders / approvals, attached to CJA vouchers (pre-approval required)
- No worksheets
- Lack of documentation (including signatures)
- Limited detail about activity
- Format of itemization
- Incorrect information (case number, representation codes etc.)
- Lack of disposition codes (section 21 on CJA 20 voucher)
- Incorrect address
- Unreturned calls to CJA clerk(s)
- Incorrect in-court time (In-court time is the time that is in front of the Judge. Can be found on minute sheets in CM/ECF)