

# CJA Voucher Payment Process

<b>Purpose</b>	To increase the accuracy in the completion and submission of vouchers to ensure a more timely payment.
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Identify your role, the clerk's office role and the judge's role in the voucher payment process</li><li>• Explain when to use different types of vouchers and worksheets</li><li>• Identify items that can and can't be claimed</li><li>• Explain the correct process in submitting vouchers</li><li>• Explain the notification process following a technical and non-technical review</li><li>• Navigate the CJA website to locate information and resources</li></ul>
<b>Agenda</b>	<p><b>Welcome</b></p> <p><b>Payment Process Overview</b> - Discuss the payment process in its' entirety, from the time you are appointed to represent a defendant through the cutting of your check from the Administrative Office prior to it being mailed to you. Emphasis is on your role, the clerk's office role and the judge's role.</p> <p><b>Voucher and Worksheets</b> - Identify the different types of vouchers and worksheets you will use when seeking compensation reimbursement.</p> <p><b>Claiming Items</b> - Identify the expenses you can and can't claim any exceptions that apply. You will complete a self-assessment to see if you can determine whether or not an expense is reimbursable. This topic includes identifying the correct rates to apply for the hours spent in and out of court, along with other expenses.</p> <p><b>Voucher Submission</b> - Identify the correct process in submitting your vouchers so they are accurate and on time. This topic includes discussion on the 45-day rule, interim and supplemental billing.</p> <p><b>Notification Process</b> - Learn how, or if you are notified once your voucher has been submitted following the technical and non-technical review. This topic includes a voucher review to identify mathematical and other errors.</p> <p><b>Case Study</b> - Practice completing the appropriate worksheets and voucher for common expenses submitted for reimbursement.</p> <p><b>CJA Website</b> - Get familiar with the CJA Website by completing a mini-scavenger hunt to locate information that will aid you in your role as a CJA Attorney.</p> <p><b>Summary and Close</b></p>