



**U.S. District Court
District of New Mexico**

2009 CJA Voucher Payment Process Workshop

Purpose	To increase the accuracy in the completion and submission of vouchers to ensure a more timely payment.
Objectives	<p>At the end of this workshop, attorneys and/or a member of their staff should be able to:</p> <ul style="list-style-type: none">• Identify attorney's role, the clerk's office role and the judge's role in the voucher payment process• Explain when to use different types of vouchers and worksheets• Identify items that can and can't be claimed• Explain the correct process in submitting vouchers• Explain the notification process following a technical and non-technical review• Navigate the CJA website to locate information and resources
Agenda	<p>Welcome</p> <p>Payment Process Overview - Discuss the payment process in its' entirety, from the time an attorney is appointed to represent a defendant through the cutting of his or her check from the Administrative Office. Emphasis is on the attorney's role, the clerk's office role and the judge's role.</p> <p>Voucher and Worksheets - Identify the different types of vouchers and worksheets to use when seeking compensation reimbursement.</p> <p>Claiming Items - Test your knowledge on the various expenses that can and can't be claimed, including any exceptions. Also discussed are the correct rates to apply for the hours spent in and out of court.</p> <p>Voucher Submission - Review the correct process in submitting vouchers so they are accurate and on time. Discussion includes the 45-day rule, and interim and supplemental billing.</p> <p>Notification Process - Learn how, or if an attorney is notified once a voucher has been submitted following a technical and non-technical review. This topic include a voucher review to identify mathematical and other errors.</p> <p>Case Study - Practice completing the appropriate worksheets and voucher for common expenses submitted for reimbursement.</p> <p>CJA Website - Become familiar with the CJA Website by completing a mini-scavenger hunt to locate information that will aid an attorney in his or her role as a CJA Panel Member.</p> <p>Summary and Close</p>