

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS



**JAMES E. SHADID**  
CHIEF UNITED STATES DISTRICT JUDGE

January 7, 2014

Dear CJA Counsel:

The Chief Judge of the Seventh Circuit Court of Appeals has determined the following procedures in regard to CJA vouchers and the review process.

First, vouchers are checked for accuracy and compliance with the Criminal Justice Act and the Judicial Conference Guidelines before the Judge reviews the voucher. (The applicable sections of the Criminal Justice Act and the Judicial Conference Guidelines can be found at <http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx>)

Second, attorneys and others should use increments of tenths of an hour for any billing. Any voucher using larger increments of time will not be approved.

Third, the Court will track the actual amount of time CJA appointed attorneys spend in court and compare the time claimed with the Clerk's records.

Fourth, the Chief Judge has requested that I attach to each voucher seeking excess compensation a statement explaining why I feel the representation provided by the attorney in the case was either extended or complex. See §230.30(b) of the Guidelines for the Appointment of Counsel in Criminal Cases. [http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/vol7PartA/vol7PartAChapter2.aspx#230\\_30](http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/vol7PartA/vol7PartAChapter2.aspx#230_30) As a consequence of this procedure, any CJA Panel Attorney submitting a CJA voucher requesting excess compensation is to submit with the voucher a proposed statement explaining why the representation provided by that attorney was either extended or complex. The proposed statement should be detailed and complete. Any CJA excess voucher that does not have an accompanying proposed statement - or merely a cursory or incomplete proposed statement - cannot be approved by this Court or the Chief Judge of the Seventh Circuit Court of Appeals.

Any vouchers that do not comply with these guidelines cannot be approved. Your assistance and cooperation in these matters are greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "James E. Shadid". The signature is fluid and cursive.

James E. Shadid

Chief United States District Judge

**IN THE UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS****In Re: Continuity of Appointment  
of Counsel for Proceedings under  
Federal Rule of Criminal Procedure  
Rule 35(b)****No. 14 MC 1043****ADMINISTRATIVE ORDER**

The Criminal Justice Act, 18 U.S.C. § 3006A(a)(2), and the “Amended CJA Plan of the Central District of Illinois Pursuant to the Criminal Justice Act of 1964,” Am. CJA Plan § III(B) (December 12, 2003), provide for the discretionary appointment of counsel for financially eligible persons when the Court “determines that the interests of justice so require.” Pursuant to these provisions, the Court routinely appoints counsel to assist defendants with post-sentencing proceedings pursuant to Federal Rule of Criminal Procedure 35(b).

Henceforth, in a case where the Court appoints counsel pursuant to 18 U.S.C. § 3006A(a)(1), the appointment of counsel shall automatically continue post-sentencing pursuant to 18 U.S.C. § 3006A(a)(2) solely for the purpose of representing the defendant in proceedings related to Rule 35(b).

Counsel appointed under the Criminal Justice Act shall submit a voucher upon the conclusion of their representation under 18 U.S.C. § 3006A(a)(1) and submit a subsequent, separate voucher for representation related to Rule 35(b) proceedings under 18 U.S.C. § 3006A(a)(2).

Entered on July 18, 2014

s/James E. Shadid  
**JAMES E. SHADID, Chief Judge**  
United States District Court  
Central District of Illinois

# **NOTICE TO CJA ATTORNEYS**

**Section 2.21 of the Criminal Justice Act Guidelines provides that counsel must submit their vouchers within 45 days of the conclusion of the case “unless good cause is shown”. The Chief Judge of the Seventh Circuit has requested that all courts within the circuit remind counsel of the 45-day rule.**