

Criminal Justice Act Policy & Procedures Manual



**Second Circuit
Judicial Council Committee**

on

Criminal Justice Act Representation

Amended October 22, 2025

I. Introduction

This Circuit-wide manual informs CJA attorneys of this Circuit’s policies and procedures relating to CJA appointments in the Second Circuit courts. This fulfills the requirements of the [Criminal Justice Act \(CJA\)](#), the [USA Patriot Improvement and Reauthorization Act of 2005](#), and the [Guide to Judiciary Policy, Volume 7A](#) (“Guide”). Each Second Circuit court has a designated CJA Administrator and CJA Plan that counsel should consult for additional guidance on court-specific policies. Contact information for each CJA Administrator and a link to each court’s CJA Plan is found in [Appendix A](#). Counsel should always consult the [Guide](#) for questions regarding CJA policies and procedures. This manual and its appendices will be updated as necessary to reflect changes to rates or other policies.

Any questions regarding CJA representation should be directed to the Second Circuit Case Budgeting Attorney, Alan M. Nelson. Alan can be reached via email at Alan.Nelson@ca2.uscourts.gov, or by phone at 212-857-8726 (office) or 646-300-5260 (cell).

II. CJA Counsel Claims for Compensation and Expenses

- A. Counsel must file all applications for payment, CJA forms, and vouchers on each court’s respective eVoucher system in accordance with the rules, regulations, and forms promulgated by the Administrative Office of the United States Courts (AO).
 1. Instructions and training materials for the eVoucher system are available on the “[eVoucher Resources](#)” page on the Second Circuit website.
- B. When applicable, counsel must use the [CJA Forms](#) prepared and furnished by the AO in all proceedings under the CJA Plans of the Second Circuit. Counsel should read and adhere to the instructions for each type of form to ensure proper consideration of the submission.
- C. The maximum hourly rate for CJA panel members must not exceed the amount provided by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 230.16\(a\)](#) and [§ 630.10.10\(a\)](#). Current CJA attorney rates are listed in [Appendix B](#).
 1. Counsel may claim compensation for time spent on reasonable and necessary travel consistent with the Guide. *See* Guide, Vol. 7A, [§ 230.60](#).
 2. Counsel may claim compensation for unforeseen and unavoidable waiting time.

- D. The maximum payment for counsel per case must not exceed the amount provided by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 230.23.20](#). The current statutory maximums are included in [Appendix B](#). There is no statutory case compensation maximum in capital cases. *See* Guide, Vol. 7A, [§ 630.10.20](#).
- E. Upon application, a presiding judge may certify compensation in excess of the compensation maximums set by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 230.23.40](#).
1. A CJA attorney submitting a voucher in excess of the compensation maximum must submit [CJA Form 26](#) (district) or [CJA Form 27](#) (appeal). The certifying judge must forward the application for excess compensation, along with a recommendation for approval or denial, to the Chief Circuit Judge or Chief Circuit Judge's designee.
- F. On motion of a CJA attorney, a presiding judge may authorize interim payments consistent with the Guide. *See* Guide, Vol. 7A, [§ 230.73](#).
1. For each interim voucher in which the cumulative case amount exceeds the statutory maximum, counsel must file [CJA Form 26](#) (district) or [CJA Form 27](#) (appeal), along with a copy of the order authorizing interim voucher submission.
- G. A CJA attorney may claim compensation for the services of other attorneys as follows:
1. In non-capital cases, a CJA attorney may use and claim compensation for the services of an associate or partner, without separate appointment, consistent with the Guide. *See* Guide, Vol. 7A, [§ 230.53.10](#). A CJA attorney may use and claim compensation for the services of an unaffiliated attorney only with prior court authorization. The CJA attorney is expected to serve as the lead attorney throughout the representation. Claims for compensation must not exceed the maximum compensation allowed by the CJA.
 - i. The presumptive rates of compensation for associates are listed in [Appendix C](#). Counsel should consult with the Case Budgeting Attorney if seeking to rebut the presumptive rate.

- ii. An associate's services cannot be billed as an expense of counsel, even if the associate is an employee of the appointed counsel's firm.
 2. In capital cases, a CJA attorney may use and claim compensation for the services of attorneys who work in association with the CJA attorney, with prior Court authorization, provided that the use of such additional counsel diminishes the total cost of representation or is required to meet time limits. *See* Guide, Vol. 7A, [§ 620.10](#).
 3. Absent prior authorization from the presiding judge, counsel cannot claim compensation for an associate's participation in meetings or attendance at court proceedings.
- H. In non-capital cases, an additional attorney is eligible to receive the maximum compensation under the CJA only if the court has found that the appointment of an additional attorney is necessary and in the interest of justice. *See* Guide, Vol. 7A, [§ 230.53.20](#).
- I. At the outset of every capital case, the court should appoint two attorneys, at least one of whom is experienced in and knowledgeable about the defense of death penalty cases. *See* Guide, Vol. 7A, [§ 620.10.10\(a\)](#). In capital cases, the court may appoint more than two attorneys if necessary for adequate representation. *See* Guide, Vol. 7A, [§ 620.10.10\(b\)](#).
- J. Reasonable out-of-pocket expenses may be claimed if itemized and suitably documented, consistent with the Guide. *See* Guide, Vol. 7A, [§ 230.63](#).
1. **Transcripts:** Generally, court reporters should claim compensation for transcripts directly using [CJA Form 24](#). However, if counsel elects to pay for transcripts out of pocket, the cost can be claimed as a reimbursable expense. *See* Guide, Vol. 7A, [§ 230.63.20](#).
- K. CJA counsel is entitled to reimbursement for expenses reasonably incurred for travel consistent with the Guide. *See* Guide, Vol. 7A, [§ 230.60](#) and [§ 230.63.40](#).
1. Counsel should consult the [Judiciary Staff Travel Regulations](#) when planning travel related to CJA representation. In particular, counsel should ensure they comply with the "Prudent Travel Rule" described in § 410.40 of the Regulations.
 2. Counsel should consult the court's CJA Administrator or Case Budgeting Attorney for assistance with booking travel.

3. Counsel should contact the Case Budgeting Attorney when booking overnight and/or air travel.

III. Voucher Review Procedures & Policies

- A. Each court's CJA Court Administrator and CJA staff review eVouchers, including excess compensation and interim vouchers, for mathematical and technical accuracy and compliance with the Guide before forwarding the vouchers to the presiding judge for review and approval. The procedure described in Section II(E)(1) is followed for excess compensation vouchers.
- B. A judge reviewing a pending voucher who intends to reduce a claim for compensation must provide the CJA attorney prior notice of the proposed reduction with a statement of reasons. *See* Guide, Vol. 7A, [§ 230.33.30](#). Reductions in claimed compensation should be limited to: mathematical errors; instances in which work billed was not compensable; instances in which work was not undertaken or completed; and instances in which the hours billed are clearly in excess of what was reasonably required to complete the task. *See* Guide, Vol. 7A, [§ 230.33.10](#). Counsel should consult the court's CJA Plan for specific procedures related to voucher reductions, including procedures for requesting reconsideration and review of a reduction decision. *See* Guide, Vol. 7A, [§ 230.33.40](#).

IV. Case Budgeting

- A. Capital cases are subject to mandatory case budgeting, following procedures consistent with the Guide. *See* Guide, Vol. 7A, [§ 640](#).
- B. Case budgeting is recommended, but not required, for cases that are likely to have extraordinary potential costs, referred to in the Second Circuit as "mega-cases." *See* Guide, Vol. 7A, [§ 230.26.10](#). [Appendix D](#) outlines the factors involved in determining whether a case is a mega-case. Counsel should contact the Case Budgeting Attorney for assistance in determining whether case-budgeting is appropriate.
- C. Case budgets should be prepared using the [Second Circuit's CJA Case Budgeting Worksheets](#).
- D. Prior authorization is not required for interim vouchers in budgeted cases.

- E. The Case Budgeting Attorney reviews authorizations (submitted in eVoucher) for investigative, expert, and other services in budgeted cases and then makes a recommendation to the presiding judge for approval.
- F. When submitting requests for compensation, including interim vouchers, in budgeted cases, counsel and service providers must file a copy of the approved budget with each request.

V. Expert & Service Provider Authorization & Claims for Compensation

- A. In non-capital cases and capital cases, counsel may utilize expert and other service providers without prior court authorization, but subject to subsequent review, up to the amount provided by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 310.20.30](#).
 - 1. As the Guide provides, the compensation maximum for utilizing services without prior authorization may be waived if the court finds that, in the interest of justice, timely procurement of the necessary service could not await prior authorization. *See* Guide, Vol. 7A, [§ 310.20.30\(b\)](#) and [§ 660.10.30](#). Whenever possible, counsel should obtain prior court authorization.
- B. Prior authorization is required for any investigative, expert, or other service provider fees that exceed the amount provided by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 310.20.30\(a\)](#).
 - 1. The maximum payment for service providers per case must not exceed the amount provided by statute and Judicial Conference policy. *See* Guide, Vol. 7A, [§ 310.20.10\(a\)](#). There is no statutory maximum in capital cases. *See* Guide, Vol. 7A, [§ 660.20.10](#).
 - 2. Upon application, a presiding judge may certify compensation in excess of the case compensation limit for services. The compensation is then considered for approval by the Chief Circuit Judge or a designee. *See* Guide, Vol. 7A, [§ 310.20.20](#).
 - 3. Counsel must seek further prior authorization from the court if additional services are required beyond those covered by the initial authorization.
- C. On motion of a CJA attorney, a presiding judge may authorize interim payments to service providers consistent with the Guide. *See* Guide, Vol. 7A, [§ 310.60](#).

D. The presumptive rates of compensation for commonly used service providers and services, including transcription and translation, are listed in [Appendix E](#).

1. Counsel should negotiate with service providers in an effort to obtain the presumptive rate if at all possible.
2. Counsel should consult with the Case Budgeting Attorney regarding rate negotiations and other service provider-related questions.
3. If counsel believes a rate higher than the presumptive rate is warranted, counsel must seek prior approval for the higher rate from the presiding judge.

E. The presumptive rates of compensation for interpreters are listed in [Appendix F](#).

1. Whenever possible, counsel should use court interpreters for in-court interpreting, including for pre- and post-court client conferences.

F. Section 230.13 of the CJA Guidelines provides: “Vouchers should be submitted no later than 45 days after the representation concludes, unless good cause is shown.” Section VII.B. of the Second Circuit CJA Plan likewise provides: “[A] claim for compensation and reimbursement of expenses must be submitted no later than 45 days after [i] a mandate has issued; [ii] termination of the case . . .; or [iii] termination of the representation if the representation is terminated before” the case is terminated. These provisions apply equally to vouchers seeking compensation for experts and other service providers as to payments for attorney time. Vouchers submitted more than 45 days after the deadline must be accompanied by a certification of counsel stating the reason for the delay.

VI. District Court Mentoring Programs

- A. The Second Circuit Judicial Council encourages district courts to create mentoring programs that facilitate the goal of fostering talented CJA panels across the Circuit that draw on the broadest possible range of professional experiences and backgrounds.
- B. To start a mentoring program, the district court and the federal defender’s office in that district appoint a committee of experienced CJA Panel members to create and administer the program. These members would then serve as mentors through the program, which generally involves pairing experienced practitioners with attorneys new to federal criminal practice or criminal defense work.

- C. Mentee participants provide attorney services on a voluntary basis for at least fifteen hours for each case they are assigned. Following the mandatory volunteer time, mentees are compensated at the rate listed in [Appendix E](#).

VII. Miscellaneous

- A. The Second Circuit CJA Committee encourages the use of [Coordinating Discovery Attorneys](#) (contracted by the Defender Services Office) in cases with complex discovery needs. District courts and CJA counsel should contact the Case Budgeting Attorney if they believe that a Coordinating Discovery Attorney would be helpful in a given case.
- B. Counsel may, consistent with the procedures in the Guide, apply to the court for authorization to acquire computer hardware, software, or litigation support services that are not typically available in a law office. *See* Guide, Vol. 7A, [§ 320.70.40](#). Property purchased with CJA funds must be returned to the Case Budgeting Attorney at the conclusion of the representation.
 - 1. A commonly requested item in this category is an internet-disabled computer for a detained defendant to review electronically stored information. Counsel may, in consultation with the Case Budgeting Attorney, request a laptop for this purpose via letter motion to the court.
- C. The [National Litigation Support Team](#), part of the Defender Services Office, is available as a resource for CJA panel members.
- D. The Defender Services Office provides additional resources for CJA counsel, including noncapital sentencing-related training and advice, through the [Sentencing Resource Counsel](#).

Appendix A

Second Circuit CJA Administrators & CJA Plan Links

<p>Court of Appeals Richard Alcantara Administrative Manager U.S. Court of Appeals 40 Foley Square New York, NY 10007 212-857-8610</p> <p>CA2 CJA Plan</p>	<p>Southern District of New York: York: Tracy Miller CJA Administrator U.S. District Courthouse 500 Pearl Street New York, NY 10007 212-805-0640</p> <p>SDNY CJA Plan</p>	<p>Eastern District of New York: Janet Hamilton CJA Analyst U.S. District Courthouse 225 Cadman Plaza East Brooklyn, NY 11201 718-613-2288</p> <p>EDNY CJA Plan</p>
<p>Northern District of New York: Robin L. Michael Budget & Administrative Analyst James M. Hanley Federal Building 100 South Clinton Street Syracuse, NY 13261 315-234-8513</p> <p>Penny Price Office Supervisor James M. Hanley Federal Building 100 South Clinton Street Syracuse, NY 13261 315-234-8512</p> <p>NDNY CJA Plan</p>	<p>Western District of New York: <i>Buffalo</i> Lisa G. Ball Chief Financial Officer U.S. District Court 2 Niagara Square Buffalo, NY 14202 716-551-1731</p> <p><i>Rochester</i> Maria Gomolka Financial Assistant U.S. District Court 100 State Street Rochester, NY 14614 716-551-1739</p> <p>WDNY CJA Plan</p>	<p>District of Connecticut: <i>Bridgeport</i> Tasha Oliver CJA Audit Clerk Brien McMahon Federal Building 915 Lafayette Boulevard Bridgeport, CT 06604 203-579-5759</p> <p><i>New Haven</i> Francesca Anastasio CJA Audit Clerk Richard C. Lee U.S. Courthouse 141 Church Street New Haven, CT 06510 203-773-2407</p> <p><i>Hartford</i> Mary Enderlin CJA Audit Clerk Abraham Ribicoff Federal Building 450 Main Street Hartford, CT 06103</p> <p>CT CJA Plan</p>
<p>District of Vermont: Lisa Wright Case Administrator U.S. District Courthouse 506 Federal Building 11 Elmwood Avenue Burlington, VT 05401 802-951-6395</p> <p>Julie McKenzie Financial & Budget Administrator U.S. District Courthouse 11 Elmwood Avenue Burlington, VT 05401 802-951-8112</p> <p>VT CJA Plan</p>		

Appendix B

CJA Panel Attorney Rates

Rates as of January 1, 2025¹

CAPITAL CASES

Learned Counsel	\$223
Co-Counsel	\$223
NON-CAPITAL CASES	
Lead Counsel	\$175
Co-Counsel	\$175

Case Compensation Maximums

As of January 1, 2025²

If the case is a...	the case maximum is...
(a) Felony (except federal capital prosecutions)	\$13,600 for trial court level \$9,700 for appeal
(b) Misdemeanor (including petty offenses (class B or C misdemeanors or infractions) as provided in 18 U.S.C. § 3006A(a)(2)(A))	\$3,900 for trial court level \$9,700 for appeal
(c) Proceedings under 18 U.S.C. § 4106A (in connection with paroled prisoners transferred to the United States)	\$2,900 for representation before the U.S. Parole Commission \$9,700 for appeal
(d) Proceedings under 18 U.S.C. § 4107 or § 4108 (for counsel and guardians ad litem providing services in connection with prisoner transfer proceedings). Note: For information on appointment of counsel or guardians ad litem under 18 U.S.C. § 4109 , see: Guide, Vol 7B (International Prisoner Transfer Proceedings) .	\$3,900 for each consent verification proceeding

¹ For historical attorney compensation rates prior to January 1, 2025, consult the Guide, Vol. 7A, [§ 230.16](#) and [§ 630.10.10](#).

² For historical case compensation maximums prior to January 1, 2025, consult the Guide, Vol. 7A, [§ 230.23.30](#).

If the case is a...	the case maximum is...
(e) Pre-Trial Diversion	\$13,600 if offense alleged by the U.S. attorney is a felony \$3,900 if offense alleged by the U.S. attorney is a misdemeanor
(f) Proceedings under 18 U.S.C. § 983 (for services provided by counsel appointed under 18 U.S.C. § 983(b)(1) in connection with certain judicial civil forfeiture proceedings)	\$13,600 for trial court level \$9,700 for appeal
(g) Non-Capital Post-Conviction Proceedings under 28 U.S.C. § 2241 , § 2254 or § 2255	\$13,600 for trial court level \$9,700 for appeal
(h) Proceedings to Protect Federal Jurors' Employment under 28 U.S.C. § 1875	\$13,600 for trial court level \$9,700 for appeal
<p>(i) Other Representations Required or Authorized by the CJA</p> <p>Note: This category includes but is not limited to the following representations:</p> <p>(1) probation violation;</p> <p>(2) supervised release hearing (for persons charged with a violation of supervised release or facing modification, reduction, or enlargement of a condition or extension or revocation of a term of supervised release);</p> <p>(3) parole proceedings under 18 U.S.C. chapter 311 (repealed) (but see: note at Guide, Vol 7A, § 210.20.10(a)(5)).</p> <p>(4) material witness in custody;</p> <p>(5) mental condition hearings under 18 U.S.C. chapter 313 (except for hearings under 18 U.S.C. § 4241 and § 4244, which are considered part of the case in chief with no separate compensation maximums applying). (For a chart detailing the treatment of compensation for representation at each hearing under 18 U.S.C. chapter 313, see: Guide, Vol 7A, § 220.30(f));</p> <p>(6) civil or criminal contempt (where the person faces loss of liberty);</p> <p>(7) witness (before a grand jury, a court, the Congress, or a federal agency or commission with the power to compel testimony, when there is a</p>	\$2,900 for trial court level \$2,900 for each level of appeal

If the case is a...	the case maximum is...
reason to believe either before or during testimony that the witness could be subject to a criminal prosecution, a civil or criminal contempt proceeding, or loss of liberty); and (8) international extradition (under 18 U.S.C. chapter 209).	

Appendix C

Presumptive Rates for Associate Compensation

The table below provides suggested presumptive rates based on experience.¹

Years of Practice	Non-Capital Cases	Capital Cases
1 – 2 years	\$103	\$138
2 – 3 years	\$108	\$143
3 – 4 years	\$113	\$148
4 – 5 years	\$118	\$155
5 – 6 years	\$124	\$160
6 – 7 years	\$129	\$165
7 – 8 years	\$134	\$172
8 or more years	\$140	\$178

¹ District-specific rates may vary but not exceed the 8-year maximum unless the associate is a member of the district's CJA panel, in which case a court may authorize up to the maximum non-capital CJA hourly rate.

Appendix D

Indications of a Mega-Case

1. Large discovery cases
2. Complex cases
3. Large multiple defendant cases
4. Cases in which translation and transcription services are likely necessary
5. Cases in which a defendant has mental health issues
6. Large indictments with multiple counts
7. Indictments in which terrorism is alleged
8. Securities or other major fraud indictments
9. Wiretap cases especially when foreign languages are involved
10. RICO cases
11. Organized crime cases
12. Drug trafficking/Drug kingpin cases
13. Gang cases
14. Any case in which a plea appears out of the question because of factors such as immigration status or deportation consequences
15. Any case which appears, from an early stage, destined for trial

Appendix E

Service Provider Presumptive Hourly Rates

Note: When a range is provided, the high end of a listed range is not the presumptive rate. Rather, rates vary based on locality, education, specialization, certification, licensing, and experience, as determined by the Second Circuit Case Budgeting Attorney.

Investigators, Mitigation Specialists, and Paralegals

Type of Provider	Standard Rate	Special Skills Rate	Comments
Investigator (Capital and Non-Capital Cases)	\$110	\$110-\$125	<p>Special skills rate is for cases needing foreign language fluency or other specialization, such as mastery of one or more relevant areas of forensic science (e.g., forensic psychology or digital forensics) or high-level experience in the type of alleged offense.</p> <p>If there is good cause, counsel may seek to retain the services of an investigator whose base of operations is outside the geographic area where the services will be rendered, but counsel must negotiate a lower rate for travel time and/or negotiate a cap for paid travel time.</p>
Mitigation Specialists - Capital Cases	\$150	\$160	<p>Special skills rate is for providers with a master’s degree, and for cases needing foreign language fluency or other specialized expertise. The rate will be reduced to the non-capital rate if the government opts against seeking the death penalty.</p> <p>In a capital case, if a “no-see” decision is rendered, the mitigation specialist’s rate is reduced to the non-capital rate.</p> <p>Prior approval is not needed to retain a mitigation specialist in budgeted cases when the mitigation specialist is within the case budget and is paid the presumptive rate.</p>
Mitigation Specialists - Non-Capital Cases	\$125	\$125-\$135	<p>Special skills rate is for providers with a master’s degree, and for cases needing foreign language fluency or other specialized expertise.</p> <p>Prior approval is not needed to retain a mitigation specialist in budgeted cases when the mitigation specialist is within the case budget and is paid the presumptive rate.</p>
Paralegal	\$75	\$85	<p>Special skills rate is for those with technology skills necessary to perform complex litigation support or discovery database</p>

			<p>management (including subjective coding), and for cases needing foreign language fluency or capital case expertise.</p> <p>If a paralegal is a full-time employee of the panel member's firm, counsel may seek reasonable compensation which exceeds the presumptive rate and recognizes the added costs associated with maintaining the paralegal as an employee. For guidance about establishing this rate, counsel should contact the Case Budgeting Attorney.</p>
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Other Service Providers

Type of Provider	Standard Rate	Comments
Accident Reconstruction	\$150-\$200	.
Accountant	\$150-\$350	
Accounting Staff	\$65	E.g., reviewing/summarizing/preparing financial records
Attorney Expert - Capital	CJA Hourly Rate	
Attorney Expert - Non-Capital	CJA Hourly Rate	E.g., immigration expert. DSO has established a partnership with the National Immigrant Justice Center (NIJC) through its Defender Initiative and is available to answer queries (at no cost) from CJA practitioners regarding non-citizen clients. (Email defenders@heartlandalliance.org)
Audio, Video, Photo Forensic Analyst	\$125-\$200	E.g., sentencing videos
Audio, Video, Photo Technician	\$25-\$100	E.g., creating video exhibits, taking or enlarging photos, enhancing audio or video recordings, etc.
Ballistics/Firearms Expert	\$150-\$300	
Chemist/Toxicologist (M.D.)	\$275-\$400	
Chemist/Toxicologist (B.S. or PhD)	\$150-\$275	
Computer/Cellphone Cellular Tower Forensic Analyst	\$200-\$325	
Crime Scene/Police Practices/Use of Force Expert	\$150-\$250	
DNA Expert (B.S. or PhD)	\$150-\$300	
Fingerprint Analyst	\$150-\$300	

Gang Expert	\$150-\$300	
Handwriting Analyst	\$100-\$250	
Interpreter/translator for in-person meetings	\$44-\$80	(See Appendix F)
Jury Consultant	\$150-\$225	
Law Student or Intern	\$25-\$50	
Legal Analyst/Consultant (Non-Attorney)	\$75-\$100	E.g., Sentencing Guidelines consultant
Medical – Other (M.D./ D.O.)	\$275-\$400	
Mentee (Second Circuit CJA Mentoring Program)	\$103	
Neurologist or Neuropsychiatrist (M.D.)	\$275-\$400	
Neuropsychologist (PhD)	\$250-\$375	
Nurse (L.P.N. or R.N.)	\$100-\$125	
Nurse (M.S.N. or D.N.P.)	\$150-\$300	Including S.A.N.E. certified
Pathologist/Medical Examiner	\$275-\$400	
PhD - Other	\$200-\$300	
Polygraph	\$150-\$250	Polygraph testing typically billed at flat rate between \$500 and \$1,250
Psychiatrist (M.D.)	\$275-\$400	
Psychologist (PhD)	\$200-\$300	
Translation - Foreign Language Document	\$60-\$90/hour or up to .27 cents per word	Some languages might receive a higher rate, based upon the availability of a qualified interpreter. Large volume translations, including PSRs, require consultation with the CBA. When counsel seeks to have large volume documents translated (e.g., a PSR), counsel should contact the Case Budgeting Attorney to identify a vendor.
Transcription - English Audio	\$4.40 per page	Reimbursement for federal court proceedings must be submitted on CJA Form 24 and requested in district court, whether for use in district court or the Court of Appeals.

Transcript and Translation Combined - Foreign Audio	\$35-\$85	Combined translation and transcription of foreign audio recordings are typically billed by the hour, not per word or page, for non-automated services. Rates vary based on language, interpreter certification, and recording quality.
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Appendix F

Interpreter Guidance & Rates

In the Second Circuit, interpreters working on CJA matters are paid at the negotiated rate for courthouse interpreters. As the Guide provides, contract court interpreters must not bill or receive funds from any other federal court unit, federal public defender, community defender organization, or other attorneys or entities obtaining interpreting services under the CJA or related statutes for any services rendered during the same half- or full-day for which the contract court interpreter is being compensated pursuant to the court interpreter services contract. *See* Guide, Vol. 7A, § [320.15.30\(a\)](#).

CJA counsel should make every effort to avoid last minute cancellations when using an interpreter. If counsel cancels an interpreter session within 24 hours of the scheduled appointment time and the interpreter is unable to book another session, the interpreter can seek compensation even though services were not provided. Interpreters seeking payment for a cancellation must submit a letter from counsel acknowledging the late cancellation and a letter attesting that the interpreter was unable to fill the time slot with another client.

Interpreter Rates			
	Certified ¹	Professionally Qualified	Non-Certified
Full Day	\$566	\$495	\$350
First Half Day	\$320	\$280	\$190
Second Half Day	\$320	\$215	\$160
Hourly/Overtime ²	\$80	\$70	\$44

¹ Certified and non-certified interpreter rates are only for Spanish interpreters. All other languages are professionally qualified.

² Overtime payments are for time worked over 8 hours per day. We observe a ten-minute courtesy period before overtime rates apply for assignments after 5:30 P.M.