

NOTICE TO CJA COUNSEL

INTERIM PAYMENT PROCEDURES

For criminal cases presenting themselves as either complex or extended in nature, CJA counsel may apply to the District Court for interim payment. The request for interim payment must include written justification why the interim payment is necessary and appropriate.

If excess compensation is anticipated in a case for which counsel requests interim payment, written approval must be obtained from the chief judge of the Second Circuit before interim payments are made. Counsel should include the necessary information regarding the reasons for excess compensation as outlined in the form CJA26.

The CJA administrator will prepare and submit an order to the district judge seeking approval for interim payments. When required per above, the order will be forwarded to the Second Circuit for approval. Interim payments, if approved, will be made at 80% of the claimed amount. The outstanding balance withheld from the interim payment will be included in the final payment for the case.

Questions regarding interim payment policies or procedures should be directed to Julie McKenzie, the District Court Financial Administrator.

JEFFREY S. EATON
Clerk of Court