

UNITED STATES DISTRICT COURT
DISTRICT OF VERMONT
P.O. BOX 928
BURLINGTON, VERMONT 05402-0928
802-951-6350

Chambers of
WILLIAM K. SESSIONS III
Chief Judge

April 24, 2003

**NOTICE TO CRIMINAL JUSTICE ACT (CJA)
COUNSEL REGARDING USE OF
PARALEGAL AND LAW CLERK SERVICES**

Effective with vouchers submitted on or after June 1, 2003, paralegal and law clerk services claimed on the CJA 20, Appointment of and Authority to Pay Court Appointed Counsel, should not exceed the actual cost to the attorney for the services and the rate of compensation claimed should not exceed 50% of the applicable CJA rate for attorney's compensation.

Any time claimed for services provided by a paralegal or law clerk should be included in "Other Expenses" (Box 18 on the CJA 20) and should be identified appropriately. As with other expenses, supporting detail must be furnished with the CJA voucher documenting the time spent and services performed by the paralegal or law clerk.

**WILLIAM K. SESSIONS III
Chief Judge, District of Vermont**