

Common Audit Issues

I. Travel

Vague Entry:

Service Type	Date	Description	Hrs
d. Travel Time	██████	Travel	4.0

Audit Note You Would Receive:

Please provide general address for travel (e.g., home vs. office) or distance to justify time claim. See § 230.60 (b). Compensable time for travel includes only those hours actually spent in or awaiting transit (i.e waiting for a train).

Better Entry:

Service Type	Date	Description	Hrs
d. Travel Time	██████	Travel time roundtrip from Allentown office to Courthouse Phila	3.5
d. Travel Time	██████	Travel time roundtrip from Allentown office to FDC Phila (bad traffic jams on return to Allentown)	4.1

II. Minute Entries

Vague Entry:

Service Type	Date	Description	Hrs
a. Arraignment and/or Plea	██████	Arraignment	1.7

Audit Note You Would Receive:

Minute entry indicates court time was 30 minutes. Please provide additional detail as to waiting time or whether other services were provided before/after hearing.

Better Entry:

Service Type	Date	Description	Hrs
a. Arraignment and/or Plea	██████	Arrive at Court, meet with client to discuss options, Wait for Court, Attend Arraignment	1.7

OR

Service Type	Date	Description	Hrs
a. Arraignment and/or Plea	██████	Arraignment	0.5
b. Obtaining and Reviewing Records	██████	Review indictment	0.5
a. Interviews and Conferences	██████	Receive appointment, telephone - US Attorney, defendant's family, interview defendant in marshal's cellroom	0.7

III. Discovery

Vague Entry:

Service Type	Date	Description	Hrs
b. Obtaining and Reviewing Records		Discovery	6.0

Audit Note:

When discovery is being reviewed, some quantitative detail, such as number of pages or length of audio or video recordings, should be included in the time entry. Please edit service entries with more detail and resubmit.

Better Entry:

Service Type	Date	Description	Hrs
c. Legal Research and Brief Writing		Review Discovery - 3 out of 25 boxes provided by Government	6.0
b. Obtaining and Reviewing Records		Review Discovery - All Audio & Videotapes provided by Government	6.0

IV. Secretarial Services

Entry:

Service Type	Date	Description	Hrs
b. Obtaining and Reviewing Records		Dictate Memo, Open File for Case	1.0
e. Investigative or Other Work		Prepare and File CJA 20	1.5

Audit Note:

Under the CJA Guidelines, Section 30.66.10, whether work is performed by counsel or other personnel, the following expenses associated with CJA representation are not reimbursable: secretarial. Secretarial duties include but are not limited to filing court documents (CM/ECF). Please revise if necessary.

or

Time spent on accepting a CJA appointment is not reimbursable under the guidelines; please review and revise.

CJA GUIDELINES - CHAPTER 2: COMPENSATION AND EXPENSES OF APPOINTED COUNSEL OUTLINE SEVERAL REIMBURSABLE AND NON-REIMBURSABLE SERVICES, INCLUDING PRORATION OF CLAIMS BETWEEN CLIENTS AND CO-COUNSEL/ASSOCIATES. PLEASE REVIEW THESE GUIDELINES FOR MORE INFORMATION: SEE CJA GUIDELINES.