

## Frequently Asked Questions re: CJA appointments

- Where is my client incarcerated?

Using the inmate's USM (United States Marshall) registration number, your client's location can be found on the Federal Bureau of Prisons website, [www.bop.gov](http://www.bop.gov). The USM registration number is usually noted on the Judgement in a criminal case. If this information is not available, contact [Jeanette King](#) in the Seventh Circuit Clerk's office at 312-435-5860, and she will assist you in locating your client.

- How do I access the record on appeal?

First, check the docket to see if the record is being held in the district court clerk's office or if it has been filed in the Seventh Circuit. Access to the record, if filed electronically, is available through PACER. Transcripts can only be viewed through the district court docket. If you already have a PACER account, you should open a separate PACER account to use for CJA (Criminal Justice Act) activity. By opening a separate account as appointed counsel, you will not be charged.

Information regarding electronic case filing and registering for a PACER account is available on the Seventh Circuit's web page. [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

If the record is a paper document, once the order appointing you has been docketed, you can contact the district court clerk's office and direct them to send it to your office, or contact the clerk's office at the Seventh Circuit if it has been filed there. When you are finished with the record, it should be returned to the court from which it was received.

- My attempts to contact trial counsel have not been successful. Can anyone help me?

If you are not able to reach trial counsel, let the court know and we will make attempts to contact counsel on your behalf.

- The transcripts have not been ordered/prepared. How do I order them?

To request a transcript, prepare a CJA 24 (Authorization and Voucher for Payment of Transcript), for the court reporter. When completed, this is to be sent to the District Court Clerk's Office. This form and instructions are available on the Seventh Circuit's web page. [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

- The court reporter promised transcripts by a certain date, but, they are not ready. What can I do?

File a motion for extension of time to file your brief and inform the court in your motion of the court reporter's failure to provide the transcripts in a timely manner. Be specific about your attempts to contact the reporter and indicate if you were given an estimated completion date.

- I want to travel to visit and interview my client. Is it permissible and will I be reimbursed?

Travel to meet with a client is allowed and expenses for necessary travel are reimbursable. For long distance overnight travel requiring lodging, counsel should file a motion for approval in advance to ensure that their travel expenses will be fully reimbursed. Once this is granted, a travel authorization will be issued instructing you to make the arrangements through National Travel Service. National Travel Service offers government travel rates at substantial reductions from ordinary commercial rates. You will be reimbursed for your travel expenses when your voucher is submitted for payment.

- I need to hire an interpreter/investigator/other expert service. The cost will be over \$800. Do I need prior permission?

Yes, any expert service exceeding \$800.00 requires a motion for approval in advance.

- When can I submit my voucher for payment?

Vouchers may be submitted for payment after the final order has been docketed. If a Petition for Certiorari is to be filed in the Supreme Court of the United States, wait until after this has been filed to submit your voucher. Fees and expenses incurred in the preparation of the cert petition should be included on your voucher.

- I received the court's opinion, and won. Do I have any further obligations?

Court-appointed attorneys have a duty to continue to represent their clients if the case is remanded to the district court. If you do not wish to continue representation at the trial level - because, for example, your practice is limited to appeals or the district court is geographically inconvenient - you should file a motion in the district court for withdrawal and appointment of new (trial) counsel.

- I received the court's opinion, and lost. Do I have any further obligation?

If your appeal in the Seventh Circuit was unsuccessful, you must advise your client of the adverse decision, inform the client in writing of his or her right to seek review of the court's decision in the United States Supreme Court, and prepare and file a petition for writ of certiorari if, after consultation, the client requests it and there are reasonable grounds for doing so. In this event, you must continue to represent the client until relieved by the Supreme Court. Otherwise, you must promptly inform your client that reasonable grounds do not exist to file such a petition.