Suggested procedural filing guideline for Filing CJA Events.

The information provided below is only a **suggested procedural guideline** and **is not** all inclusive. **It is the responsibility of the attorney** to select the appropriate event for the CJA document they are filing.

CJA Event:	Documents required with the filing:	CJA Motion:
The following CJA events are **restricted documents** and will be accessible via the NEF for **ONLY** the court and the filing defendant.		The court has also created a **CJA Motion** event that is also a **restricted document**.
1. CJA Request for Interim Payment	1. a. Attorney **created** document ***Request for Interim Payment Status*** for the case. b. Any attachments the attorney wishes to provide to support the request.	It should **NOT** be used for filing normal motions in criminal cases. If one of the new CJA events does not accurately represent a filing related to matters covered under the Criminal Justice Act (i.e. appointment, expert service, payment, etc.) and you need to motion the court on a matter with restricted access, the **CJA Motion** event may be used.
2. CJA Request for Travel (Non-defendant)	2. a. Attorney **created** document ***CJA travel Request (Non-Defendant)*** stating travel for who, when, where, and why the travel is required. b. Any attachments the attorney wishes to provide to support the request.	It's anticipated the **CJA Motion** will **NOT** be widely used.
3. CJA 21/31 Request for Services (This filing is required when services exceeds the statutory dollar limits or exceeds budgeted items in a death penalty case.)	3. a. Completed CJA 21 or CJA 31 form. b. An Attorney **created** document detailing who, when, where, and why, what services are needed and the estimated dollar amount for the service. c. Any attachments the attorney wishes to provide to support the request.	The above event is found in the **Motions** category under the **Criminal** option.
4. CJA 20/30 Request for Payment 5. CJA 21/31 Request for Payment	4 and 5. Request for Payment a. Completed CJA 20, CJA 30, CJA 21, or CJA 31. b. Completed spreadsheet or documentation of hours and costs associated with the filing. c. Any receipts required to be submitted. d. **If required,** a completed CJA Form 26 detailing the excess over the statutory dollar limits. e. **If required,** an attorney created **Statement of Reason** detailing why the submission for payment is past the time limit for filing. f. Any attachments the attorney wishes to provide to support the request.	
The above events are found in the **Other documents** category under the **Criminal** option.		