



Chambers of  
**DALE S. FISCHER**  
United States District Judge

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA  
WESTERN DIVISION**  
350 W. 1st Street, Suite 4311  
Los Angeles, CA 90012-4565  
Tel: (213) 894-7115  
Fax: (213) 894-5676

**SOUTHERN DIVISION**  
411 West Fourth Street, Suite 1053  
Santa Ana, CA 92701-4516  
(714) 338-4570

**EASTERN DIVISION**  
3470 Twelfth Street, Suite 134  
Riverside, CA 92501-3801  
(909) 328-4450

## **MEMORANDUM**

**TO:** CJA Trial Attorney Panel

**FROM:** Dale S. Fischer  
Chair, CJA Committee

**RE:** Timeliness Rules for the Submission of Service Provider and Expert Vouchers in eVoucher

**DATE:** January 5, 2022

---

Effective February 1, 2022 the following timeliness rules will apply to service providers and experts who work on CJA cases in the Central District of California.

**INTERIM BILLING.** Monthly billing is preferred, but service providers and experts must submit their interim billing in eVoucher no more than six months from the date of the first service date on their voucher. If a voucher is submitted after this six-month period, the service provider or expert must concurrently submit a letter to the CJA Supervising Attorney explaining good cause for the delay. The letter may be forwarded to the Chair of the CJA Committee for consideration.

**FINAL BILLING.** Service Providers and experts must submit their *final* voucher in a case within 90-days from the earliest of the following dates: (1) final disposition of the case, frequently the date of the Judgment and Commitment; or (2) the date a service provider or expert's work has concluded. If a final voucher is submitted after this 90-day period, the service provider or expert must concurrently submit a letter to the Chair of the CJA Committee explaining good cause for the delay.

The press of business is not a valid reason for the delayed submission of interim or final vouchers.