



# UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF CALIFORNIA

UNITED STATES COURTHOUSE

312 N. SPRING ST., ROOM 1027

LOS ANGELES, CALIFORNIA 90012-4797

TEL: 213-894-0978

FAX: 213-894-8228

## OFFICE OF THE CJA SUPERVISING ATTORNEY DETAILED REVIEW PROCESSING CHECKLIST AND ADJUSTMENT FORM

CASE NO: \_\_\_\_\_ DATE: \_\_\_\_\_

PAYEE: \_\_\_\_\_ cc: \_\_\_\_\_

PERIOD OF SERVICES \_\_\_\_\_

PERSON REPRESENTED: \_\_\_\_\_

ADJUSTMENTS	
1) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
2) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
3) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
4) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
5) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
6) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	
7) ADJ ( - ) _____	
ADJ ( + ) _____	
ADJ CODE _____	

EXPENSES	
E01	COMPUTATION ERROR
E02	UNITEMIZED COPY CHARGES
E03	COPY CHARGES > 0.10 PER PAGE
E04	UNITEMIZED FAX CHARGES
E05	EXCESS/UNAPP OVERNITE DELIV
E06	UNITEMIZED PHONE CHARGES
E07	FEDERAL FILING FEES
E08	MILEAGE > AUTHORIZED
E09	INTEREST/LATE CHARGES
E10	WORD PROCESSING CHARGE
E11	COMPUTER TIME CHARGE
E12	INCOMPLETE DOCUMENTATION
E13	UNITEMIZED TELEPHONE
E14	UNAPPROVED SERVICES
E15	UNAUTHORIZED MEALS
E16	EXCEEDS PER DIEM
E17	NO TRAVEL RECEIPT(S)
E18	LOCAL TRAVEL NOT REIMBURSED
E19	NO TRAVEL AUTHORIZATION
E20	OTHER DISALLOWANCE
E21	EXP NOT CJA RESPONSIBILITY
E22	DUPL EXP PRIOR INVOICE
E23	DUPL EXP THIS INVOICE
E24	ALL EXP DISALLOWED

FEES	
F01	VAGUE DESCRIPTION
F02	NOT RELEVANT FEDERAL CASE
F03	COMPUTATION ERROR
F04	CLERICAL/SECRETARIAL
F05	BILLING CHARGES
F06	FEE ASSOCIATED W/APPEAL
F07	EXCESSIVE TRAVEL TIME
F08	EXCESSIVE REVIEW & REVISE
F09	EXCESSIVE PHONE CALL
F10	EXCESSIVE CORRESPONDENCE
F11	EXCESSIVE RESEARCH
F12	EXCESSIVE MEMOS TO FILE
F13	EXCESSIVE TIME
F14	EXCEEDS AUTHORIZATION(S)
F15	NO FEE ITEMIZATION
F16	INTRA-OFFICE CONFERENCES
F17	INTRA-OFFICE MEMOS
F18	MULTI-ATTORNEY CHARGE
F19	TRAINING
F20	FILING TIME UNREASONABLE
F21	OTHER UNAUTHORIZED FEE
F22	FEES NOT CJA RESPONSIBILITY
F23	DUPL FEE PRIOR INVOICE
F24	DUPL FEE THIS INVOICE
F25	ALL FEES DISALLOWED
F26	EXCEEDS STATUTORY MAXIMUM

COMMENTS: \_\_\_\_\_

☐ PLEASE RESPOND TO THE ABOVE. ☐ THE VOUCHER HAS BEEN APPROVED FOR \$ \_\_\_\_\_