

**UNITED STATES DISTRICT COURT
DISTRICT OF PUERTO RICO**



MEMORANDUM

DATE : March 21, 2022

TO : All Criminal Justice Act (CJA) Panel Members

FROM: Hon. Aida M. Delgado-Colón, U.S. District Judge
Chairperson, Criminal Justice Act Committee

Re: **PHOTOCOPY SERVICE PROVIDERS AND RATES FOR CASES APPOINTED UNDER THE CRIMINAL JUSTICE ACT (UPDATED MARCH 2022)**

The following list contains the Court’s selected service provider for photocopying services for the Court’s CJA Panel, with their respective preferred rates. Each of the companies listed below will be provided with an updated list of the CJA Panel members and Clerk of Court staff contact information, should the need for assistance arise. Please take note that CJA Panel members will be required to confirm their CJA membership in order to benefit from the preferred rates.

Company Name¹	Telephone	Physical Address	Stipulated Rates	Contact Person
Pronto Copy	(787) 840-6080	Edificio Torruellas 2239 Las Américas Ave. Ponce, PR 00717-0763	Letter B&W 0.05ea. Legal B&W 0.06ea.	Francisco Irrizarry
Copy & Compu Spot	(787) 754-2208	Ave. Universidad #109 Río Piedras, PR 00926	Letter B&W 0.03ea. Legal B&W 0.04ea. 11x17 B&W 0.07ea.	Alfredo Vazquez
JR Fast Digital	(787) 274-2635	MCS Plaza, Suite 126 255 Ave. Ponce de León Hato Rey, PR 00917 Calle Mayagüez 108 Urb. Pérez Morris Hato Rey, PR 00918	Letter B&W 0.04ea.	Silvana Colón
Advanced Copier Service	(787) 273-1780	1129 Ave. Américo Miranda San Juan, PR 00921-2212	Letter B&W 0.03ea. Legal B&W 0.04ea.	Carlos Masso
Promo Image Digital Center	(787) 751-1698	C. Domingo Cabrera # 54, Santa Rita Río Piedras, PR, 00925	Letter B&W 0.03ea. Legal B&W 0.04ea.	Liza Erazo

¹ On March 15, 2022, Doubledey Inc. informed the District Court that they would no longer be able to provide the previously agreed upon reduced pricing schedule for all future CJA Panel jobs.

In lieu of the above, the costs per page to be claimed for photocopy expenses by CJA Panel members in their vouchers will range between 3 to 5 cents for letter size documents and 4 to 7 cents for legal size documents. Therefore, reimbursements for photocopy expenses to CJA Panel members will not exceed these rates. CJA Panel members will still be required to comply with §230.63.10 of the CJA Guidelines, regarding the itemization and reasonable documentation (i.e. receipts, invoices) of photocopying expenses requested to be reimbursed.

If you need additional information regarding this matter, feel free to contact the Office of the Clerk of Court at 787-772-3016.