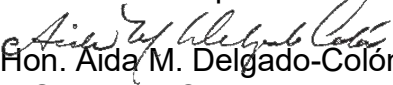


**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO**



To: Members, Criminal Justice Act (CJA) Panel
District of Puerto Rico

CC Rachel Brill, Esq.
Federal Public Defender,
District of Puerto Rico

From: Francisco J. Adams, Esq.
CJA District Representative

Hon. Aida M. Delgado-Colón
U.S. District Court Judge
Chairperson, CJA Committee

Date: October 21, 2025

Subject: Travel Arrangements for CJA Counsel During the Current Lapse in
Appropriations

Due to the ongoing lapse in appropriations, the Administrative Office of the United States Courts (AO), in consultation with the Office of Defender Services (ODS), has encouraged certain measures to ensure that attorneys and experts appointed under the Criminal Justice Act (CJA) may continue to travel in connection with their official court assignments. The United States District Court for the District of Puerto Rico adopts and implements these measures, effective immediately, to allow authorized travel to proceed without interruption while maintaining compliance with fiscal and administrative requirements.

Under these measures, CJA attorneys and experts—referred to collectively as CJA vendors—may request the Court to use its Centrally Billed Account (CBA) Program to cover lodging expenses, in addition to airfare. The Clerk's Office will make hotel reservations at participating properties and charge lodging to the Court's CBA

card. Travelers must present the Court's travel authorization at check-in and use a personal credit card for deposits and incidentals. Lodging is limited to nights necessary for CJA-related work; non-case extra nights may not be booked or charged to the CBA card. Car rental, meals, and other incidental expenses **ARE NOT** covered.

To ensure proper and timely processing by CJA Staff, counsel should initiate airfare reservations and any related requests as early as practicable and well in advance of the anticipated travel date, and promptly respond to any Clerk's Office inquiries.

I. Airfare

For court-approved travel, CJA counsel should continue to book airfare exactly as before the lapse in appropriations by contacting National Travel promptly at 1-800-445-0668 and, if needed, arranging a rental car through National, to be reimbursed with proper receipts in the voucher. After airfare ticket approval, the Clerk's Office will email to confirm the complete itinerary, the traveler's official name exactly as it appears on government-issued ID, and the requested participating hotel (lodging is handled separately under the CBA). Any itinerary change, date modification, cancellation, or early departure must be coordinated through National Travel; counsel should also notify the Clerk's Office (PRDdb_CJA@prd.uscourts.gov) by email during business hours.

Please note that the airfare process—including how reservations are made and managed—remains the same as prior to the lapse in appropriations; the temporary CBA measures affect **lodging only**, not airfare.

II. Hotel (CBA Program Lodging)

1. Procurement of hotel. Email the Clerk's Office (PRDdb_CJA@prd.uscourts.gov) so the Court can obtain a destination-specific list of participating properties and provide it to you for selection. Please note that Marriot properties will not be used for CBA Payments).
2. Reservation by the Clerk's Office. After you provide your National Travel itinerary to the Clerk's Office, official ID name, and requested participating hotel, the Clerk's Office will make the reservation and charge lodging to the Court's CBA card.
3. Receive documents. The Clerk's Office will email you the hotel reservation confirmation and the official travel authorization, which is required at hotel check-in.
4. Check-in requirements. Present the travel authorization at the hotel and a **personal credit card** for security deposit and incidentals.

5. Changes/cancellations/early departures. If your plans change, contact Clerk's Office (PRDdb_CJA@prd.uscourts.gov) during business hours.
6. Checkout folio— **mandatory**. At checkout, obtain the hotel folio/receipt before leaving (vital for reconciliation of the Court's CITI bill). Email the folio to PRDdb_CJA@prd.uscourts.gov as soon as travel is completed.
7. Voucher documentation. Ensure the detailed hotel folio is included in your voucher submission. Nights claimed must match dates necessary for CJA-related work.

These temporary measures will remain in effect until the lapse in appropriations is resolved or until further notice from the Administrative Office of the United States Courts. These measures are intended to alleviate the economic burden on CJA vendors during the lapse in appropriations, and the Court respectfully requests your cooperation in strictly adhering to the procedures outlined above, as the high volume of travelers and the numerous specific steps involved make compliance essential.

Questions regarding travel authorizations, participating properties, folio submission, or any aspect of the CBA lodging program may be directed to the Clerk's Office at PRDdb_CJA@prd.uscourts.gov.

cc. Hon. Raúl Arias-Marxuach
Chief, U.S. District Court Judge

District and Magistrate Judges,
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