

**NATIONAL CJA  
ON-LINE  
REFERENCE  
TOOL (ORT)**

**[WWW.USCOURTS.GOV/USCOURTS/CJAORT/INDEX.HTML](http://WWW.USCOURTS.GOV/USCOURTS/CJAORT/INDEX.HTML)**

# On-line Reference Tool (ORT)

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- Location and purpose of the ORT
- Navigation and search strategies
- Type of material you will find in the ORT

# Location and Purpose

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Located on [uscourts.gov](http://www.uscourts.gov) under: Appointment of Counsel > Training > National CJA Voucher Training

- <http://www.uscourts.gov/uscourts/cjaort/index.html>
- Rapid access to voucher submission and processing procedures and policies
- Content conveniently organized
  - **By Topics**
  - **By Roles**

# Navigation and Search Strategies

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## ORT Navigation

- Content in the ORT can be accessed in three distinct ways:
  - ▣ **By Topics**
  - ▣ **By Roles**
  - ▣ Through a **Search** of Key Terms

# Access Content by Topics

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- To access the ORT's content by topics:
  1. From the Home page of the National CJA Voucher Program, click **Topics** on the Top Navigation Bar. The **Select a Topic** page displays.
  2. Click on preferred topic to display content.

## Access Content by Topics

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The screenshot shows the homepage of the National CJA Voucher Program. At the top left is the United States Courts logo. To its right is a red button labeled "Back to U.S. Courts Homepage". Below the logo is a navigation bar with "HOME" and "TOPICS" buttons. The main content area contains a welcome message and a paragraph describing the Online Reference Tool (ORT).

Welcome to the National CJA Voucher Program

The purpose of the Online Reference Tool (ORT) is to provide access to information concerning the procedures and policies of the National Criminal Justice Act (CJA) Program. The information is conveniently organized and categorized by topics and roles and is accessible through a variety of menus.

Click Topics.



The screenshot shows the "Select A Topic" page. It features a breadcrumb trail "Home > Select a Topic" and a "SELECT A TOPIC" button. Below the button is a heading "Select A Topic" and a prompt "Select your preferred topic by clicking the corresponding box." A 3x3 grid of topic boxes is displayed.

Criminal Justice Act (CJA) and CJA Processes	Appointment and Termination of Appointment of Counsel	Appointment and Compensation - CJA Forms
Appointed Counsel Forms Completion	Compensation and Expenses of Appointed Counsel	Case Budgeting - Overview
Authorization and Payment for Investigative, Expert and Other Services	Capital Representations: Statutes and Guidelines	Criminal Justice Act (CJA) Payment Information

Click on preferred topic.

# Access Content by Roles

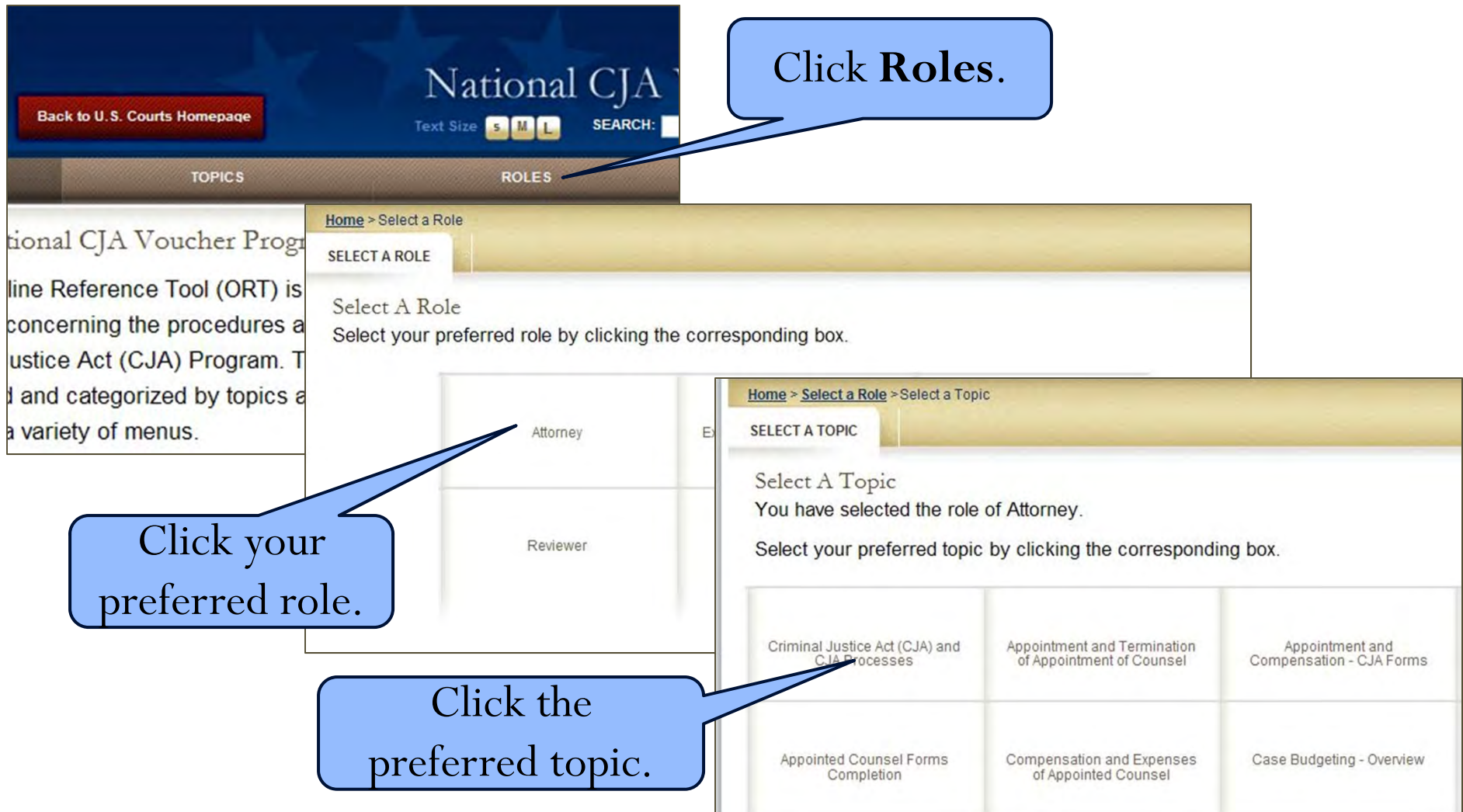
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- To access the ORT's content by roles:
  1. From the Home page of the National CJA Voucher Program, click **Roles** on the Top Navigation Bar. The **Select a Role** page displays.
  2. Click on preferred role. The **Select a Topic** page displays.
  3. Click on preferred topic to display content (only content applicable to the role selected will be available).



## Access Content by Roles

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**Click Roles.**

**Click your preferred role.**

**Click the preferred topic.**

Back to U.S. Courts Homepage

National CJA Voucher Program

Text Size **S** **M** **L** SEARCH:

TOPICS ROLES

Home > Select a Role

SELECT A ROLE

Select A Role

Select your preferred role by clicking the corresponding box.

Attorney	Expert
Reviewer	

Home > Select a Role > Select a Topic

SELECT A TOPIC

Select A Topic

You have selected the role of Attorney.

Select your preferred topic by clicking the corresponding box.

Criminal Justice Act (CJA) and CJA Processes	Appointment and Termination of Appointment of Counsel	Appointment and Compensation - CJA Forms
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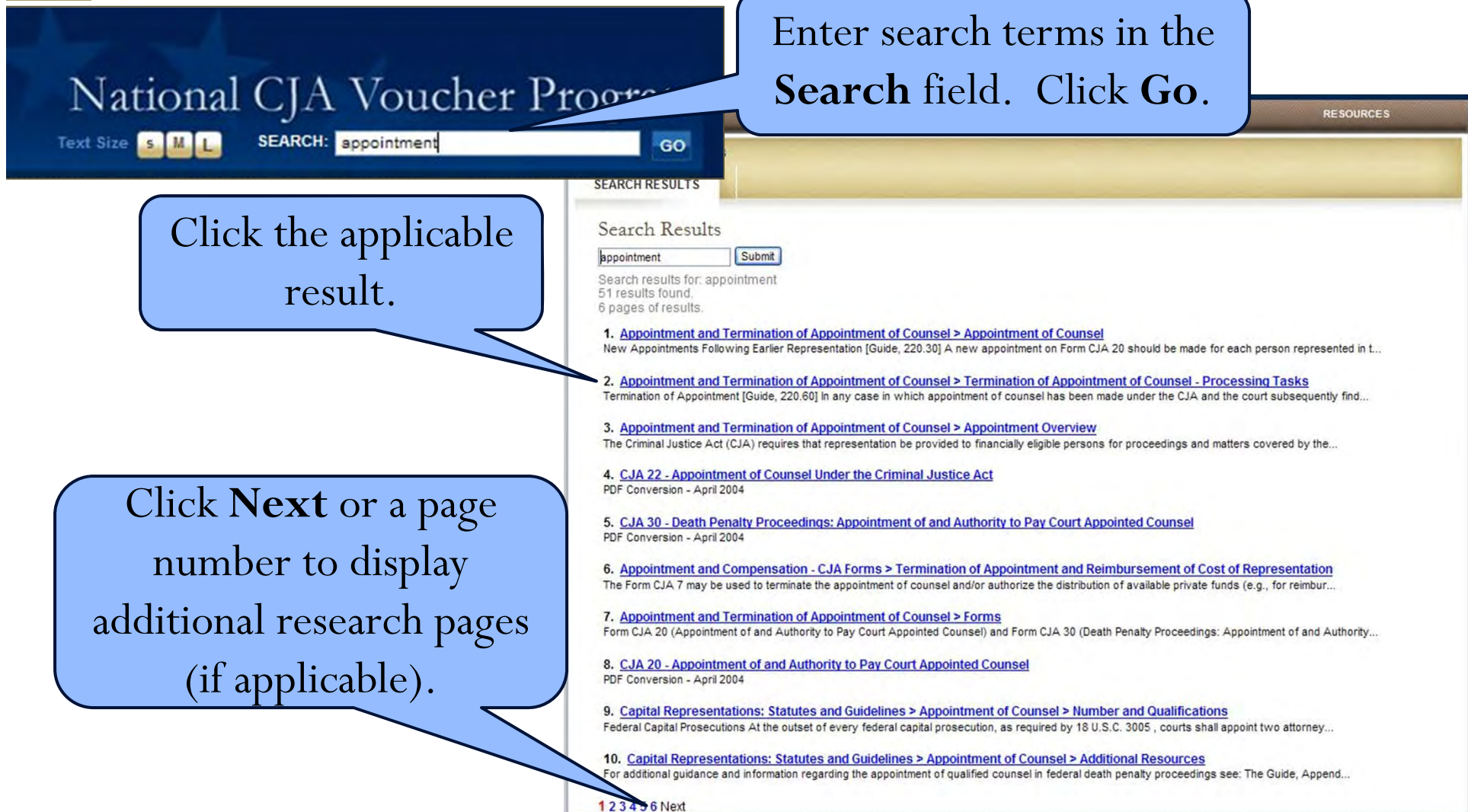
# Access Content by Searching

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- To search for specific ORT content:
  1. Enter search term in the **Search** field (located on the Home page of the National CJA Voucher Program).
  2. Click **Go**.  
The results display on the **Search Results** page.
  3. Click on the applicable link to display the preferred content.
- **Note:** search results may be displayed over several pages. Click Next, Prev (i.e. previous), or a specific page number to display the applicable search results.

## Access Content by Searching

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The screenshot shows the National CJA Voucher Program website. At the top, there is a search bar with the text "appointment" entered and a "GO" button. Below the search bar, the page displays "SEARCH RESULTS" and a list of 10 search results. Three blue callout boxes provide instructions: one points to the search bar, another points to the first search result, and a third points to the pagination controls at the bottom of the results list.

Enter search terms in the **Search** field. Click **Go**.

Click the applicable result.

Click **Next** or a page number to display additional research pages (if applicable).

**SEARCH RESULTS**

Search Results

appointment

Search results for: appointment  
51 results found,  
6 pages of results.

1. [Appointment and Termination of Appointment of Counsel > Appointment of Counsel](#)  
New Appointments Following Earlier Representation [Guide, 220.30] A new appointment on Form CJA 20 should be made for each person represented in t...
2. [Appointment and Termination of Appointment of Counsel > Termination of Appointment of Counsel - Processing Tasks](#)  
Termination of Appointment [Guide, 220.60] In any case in which appointment of counsel has been made under the CJA and the court subsequently find...
3. [Appointment and Termination of Appointment of Counsel > Appointment Overview](#)  
The Criminal Justice Act (CJA) requires that representation be provided to financially eligible persons for proceedings and matters covered by the...
4. [CJA 22 - Appointment of Counsel Under the Criminal Justice Act](#)  
PDF Conversion - April 2004
5. [CJA 30 - Death Penalty Proceedings: Appointment of and Authority to Pay Court Appointed Counsel](#)  
PDF Conversion - April 2004
6. [Appointment and Compensation - CJA Forms > Termination of Appointment and Reimbursement of Cost of Representation](#)  
The Form CJA 7 may be used to terminate the appointment of counsel and/or authorize the distribution of available private funds (e.g., for reimbur...
7. [Appointment and Termination of Appointment of Counsel > Forms](#)  
Form CJA 20 (Appointment of and Authority to Pay Court Appointed Counsel) and Form CJA 30 (Death Penalty Proceedings: Appointment of and Authority...
8. [CJA 20 - Appointment of and Authority to Pay Court Appointed Counsel](#)  
PDF Conversion - April 2004
9. [Capital Representations: Statutes and Guidelines > Appointment of Counsel > Number and Qualifications](#)  
Federal Capital Prosecutions At the outset of every federal capital prosecution, as required by 18 U.S.C. 3005 , courts shall appoint two attorney...
10. [Capital Representations: Statutes and Guidelines > Appointment of Counsel > Additional Resources](#)  
For additional guidance and information regarding the appointment of qualified counsel in federal death penalty proceedings see: The Guide, Append...

1 2 3 4 5 6 Next

# Navigation: Page Layout

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- Next is displayed a typical view of the page once you have accessed the content of your choice.
- **Text Size Icons:**
- This convenient tool allows you to change the size of the text in the content area. Three font sizes are available: small (click **S**), medium (click **M**), and large (click **L**). Note that the text is set to Medium size by default. As you change the size of the text, you will notice that the page numbering changes automatically.
- **Search Field:**
- The Search Field allows you to search for specific content within the ORT by entering search terms of interest. After entering the terms you wish to search, click Go to access your search results.
- **Roles Area:**
- If you are accessing your content by topics, the roles area displays the roles for which the specific topic you selected applies.

# Page Layout (continued)

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- **Content Area:**
- This refers to the area of the page in which the content relevant to your topic of interest displays.
  
- **Expandable Menu:**
- The ORT content is accessible via the expandable menu: a menu organized hierarchically from topics to subtopics. Only those items related to your current topic display.
  
- **Top Navigation Bar:**
- Located at the top of the page, it includes the **Home** button (to navigate back to the ORT home page), the **Topics** and **Roles** buttons (to browse the ORT content by topics and roles respectively), and the **Resources** button (to access Frequently Asked Questions, checklists and quick reference sheets).
  
- **United States Courts Home Page:**
- You may click on the U.S. Courts logo at any time to navigate to the U.S. Courts home page.



## Page Layout

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United States Courts Homepage

Text Size Icons

Search Field

Roles Area

Content Area

Top Navigation Bar

Expandable Menu

The screenshot shows the National CJA Voucher Program website. At the top left is the United States Courts logo. To its right is a red button labeled "Back to U.S. Courts Homepage". Further right are text size icons (S, M, L) and a search field with a "GO" button. Below the header is a top navigation bar with links for HOME, TOPICS, and ROLES. The main content area is titled "Appointment of Counsel" and includes a "New Appointments Following Earlier Representation" section with a list of legal proceedings. On the right side, there is a "Roles" section listing Attorney, Processor, and Reviewer. On the left side, there is an expandable menu with various options.

# Navigating OTR Content

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- **There are four ways to navigate through and access new ORT content.**
  1. Just above the expandable menu, you can click on the **Prev** (i.e. previous) or **Next** buttons to access pages in linear sequence.
  2. The expandable menu allows you to access specific content within the ORT by means of a dynamic menu organized hierarchically from topics to subtopics. Upon clicking an item, the menu will expand and display all relevant subtopics. Simultaneously, items outside of the selected topic will dynamically collapse.
  3. If the topic you access spans several pages, you have the option to navigate forward (click **Next**) and backward (click **Prev**) within that topic, or click on a specific page number immediately above the content.
  4. You may “retrace” your steps through your navigation sequence by using the “Bread Crumbs.” Keep in mind that this navigation method is only applicable in the event you wish to navigate back to a preceding topic in the ORT hierarchical organization. You will not be able to access new content through the Bread Crumbs.



## Navigating Content

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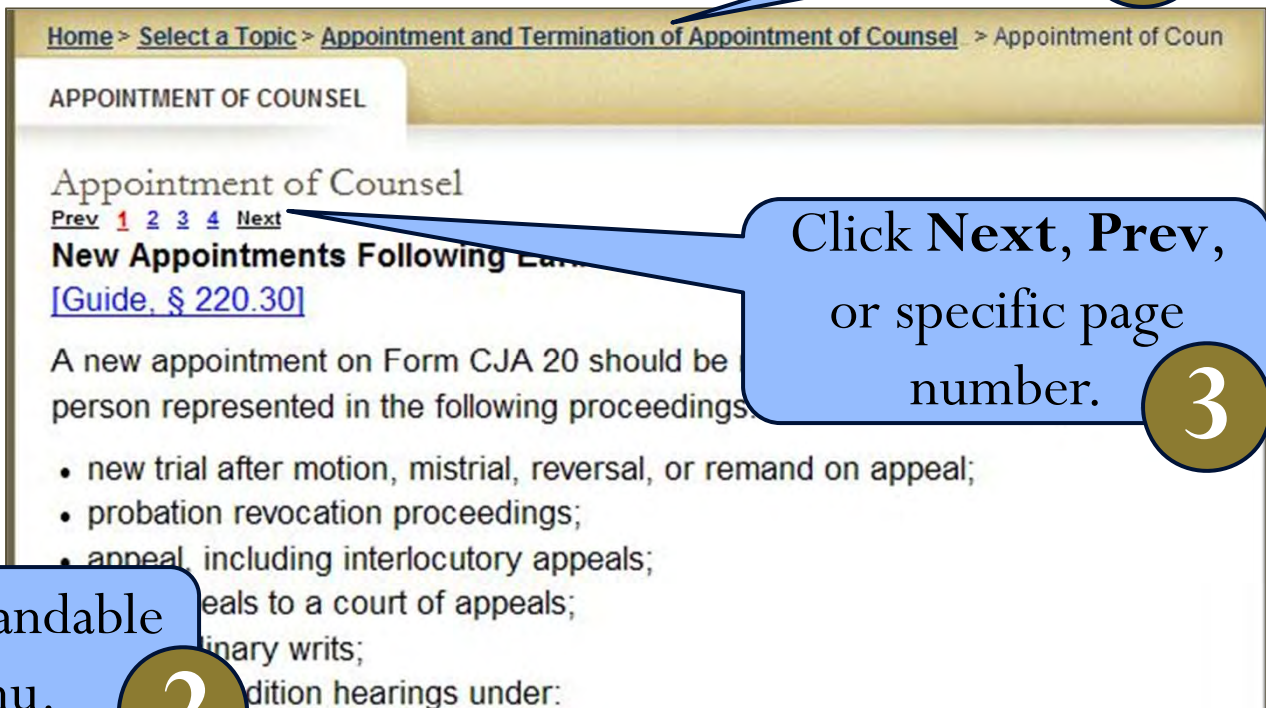


1  
Click **Next**  
or **Prev**.

2  
Use expandable  
menu.

4  
Use the "Bread  
Crumbs."

3  
Click **Next**, **Prev**,  
or specific page  
number.



# Use the ORT for...

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- Linking to the CJA Guidelines (Volume 7, Part A), also referred to as “the Guide”
  - In-text citations: All Volume 7 citations are active links to the specific section of the Guide pertaining to the topic at hand.
  - Link to U.S. Courts publications page. In addition, the user may access the full guide through a link provided in two ORT sections:
    - The section describing Volume 7 of *the Guide* (Criminal Justice Act (CJA) and CJA Processes > Volume 7 of the Guide), and
    - The section providing a list of national contacts and resources (National Contacts > Publications)

# Death Penalty Representations

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- Finding guidance for death penalty representations
  - ▣ **“Capital Representations: Statutes and Guidelines” Section:** most comprehensive source of information concerning death penalty representations on the ORT
  - ▣ **National Contacts and Resources > Federal Death Penalty Representation** provides in-depth information about the following resources related to death penalty representations:
    - **Federal Death Penalty Resource Counsel (FDPRC)**
    - **Capital Resource Counsel (CRC)**
    - **Federal Capital Appellate Resource Counsel**
    - **Federal Capital Habeas Project (2255 Project)**
    - **Habeas Assistance and Training Counsel: National HAT and Regional HAT**
    - **National Mitigation Coordinator**

# Forms and Vouchers

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- Accessing forms/vouchers and instructions
  - In-text reference active links to fillable forms and instructions
  - In addition, the user may access the Forms page of the U.S. Courts web page from a link located in the CJA Contact and Information section under National Contacts and Resource
    - National Contacts and Resources > CJA Contact and Information

# Current Rates & Statutory Limits

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- Reviewing policy about current rates and statutory limits
  - Compensation and Expenses of Appointed Counsel
    - > Authorized Compensation and Limitations > Hourly Panel Attorney Rates and Case Compensation Maximums
    - This section also provides the user with a link to the **Current Criminal Justice (CJA) Rates and Case Compensation Maximums** page hosted by the Office of Defender Services web page.

# Information about Expenses

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- Reviewing information about expenses
  - Compensation and Expenses of Appointed Counsel > Reimbursable and Non-Reimbursable Expenses section.
    - In addition to listing reimbursable and non-reimbursable expenses, this section provides the policies and procedures involved for attorneys and other service providers.
  - Users might be interested in downloading the **Compensation and Expenses of Appointed Counsel Quick Reference Sheet (QRS)** found under the ORT's Resources tab.



# Quick Reference Sheets (QRS)

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- Accessing Quick Reference Sheets (QRS)
  - Resources (Top Navigation Bar)

To access Quick Reference Sheets (QRS), click on **Resources** on the top navigation bar of the National CJA Voucher Program web site. When the **Resources** page displays, select the applicable QRS.

## National Assistance, Contacts and Resources

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- Getting help through the National Assistance Contact Information and Resource Links
  - ▣ Office of Defender Services (ODS), AO contacts
  - ▣ CJA Payment System Help Desk and Payment Information
  - ▣ Office of Accounting and Finance (AFSD), Administrative Office of the U.S. Courts (AO)
  - ▣ CJA Resource Counsel Program
  - ▣ Federal Death Penalty Representation
  - ▣ Litigation Support
  - ▣ National Websites
  - ▣ Directories
  - ▣ Publications

# On-Line Reference Tool (ORT)

<http://www.uscourts.gov/uscourts/cjaort/index.html>