

Guide to Judiciary Policy

Vol. 7: Defender Services

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§ 310 Federal Public and Community Defenders

- (a) Federal public and community defenders appointed to provide representation in international prisoner transfer proceedings under [18 U.S.C. § 4109\(a\)\(2\) and \(b\)](#) must obtain travel authorizations from the Chief of the Defender Services Office (DSO) of the Administrative Office of the U.S. Courts (AO).
- (b) Before travel, an itinerary including dates and an estimated cost of the trip must be provided to DSO by email to DSO_LPD@ao.uscourts.gov.
- (c) Travel obligations and vouchers will be processed as follows.
 - (1) For federal public defender organization (FPDO) travelers participating in prisoner transfers, DSO will obligate centrally held funds to support the cost of the trip. FPDO travelers will submit travel vouchers through their FPDO for reimbursement. When processing the travel voucher, FPDO administrative staff will reference the obligation created by DSO.
 - (2) Community defender organization (CDO) travelers participating in prisoner transfers will be reimbursed from their CDO using the CDO's grant funds. Should the CDO require supplemental funding to support the prisoner transfer representation, the organization's Administrative Officer should contact their assigned DSO Budget Analyst. Within 60 days of the completion of travel, the CDO will email a copy of the travel voucher with supporting documentation to the DSO Travel Inbox (DSO_travel@uscourts.gov).
- (d) The AO will initiate action to obtain reimbursement of expenses from the U.S. Department of State. **See:** [18 U.S.C. § 4109\(a\)\(2\)](#).

§ 320 Private Panel Attorneys and Guardians Ad Litem

- (a) Private attorneys and guardians ad litem appointed to provide representation in international prisoner transfer proceedings under [18 U.S.C. § 4107](#) are compensated in accordance with the Criminal Justice Act (CJA), [18 U.S.C. § 3006A](#), and the *Guide to Judiciary Policy*. **See:** [18 U.S.C. § 4109\(a\)\(1\)](#).
- (b) Appointed counsel and guardians ad litem must submit the appropriate CJA forms through the eVoucher system to receive compensation and reimbursement of expenses. The CJA forms, together with instructions for their use, are posted on the [public judiciary website](#).
- (c) An appointment in an international prisoner transfer proceeding is considered an appointment in a misdemeanor case for purposes of compensation under the CJA. **See:** [18 U.S.C. § 4109\(a\)\(1\)](#).