

**ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS**


WASHINGTON, D.C. 20544

Date: 12/22/2021

**GUIDE TO JUDICIARY POLICY**

TRANSMITTAL 07-013 VOLUME/PART 7B CHAPTER(S) 3

**TO:** Judges, United States Courts of Appeals  
Judges, United States District Courts  
United States Magistrate Judges  
Circuit Executives  
Federal Public/Community Defenders  
District Court Executives  
Clerks, United States Courts of Appeals  
Clerks, United States District Courts  
Chief Probation Officers  
Chief Pretrial Services Officers  
Senior Staff Attorneys  
Circuit Librarians  
Chief Circuit Mediators

**FROM:** Judge Roslynn R. Mauskopf 

**RE:** DEFENDER SERVICES

This transmittal provides notice of changes to *Guide to Judiciary Policy*, Volume 7 (Defender Services), Part B (International Prisoner Transfer Proceedings):

[Chapter 3 – Compensation and Reimbursement of Expenses](#)

These revisions update the reimbursement procedures for federal defender staff traveling for international prisoner transfer proceedings. The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the AO Defender Services Offices, at 202-502-3030.

## REDLINE COMPARISON REFLECTING CHANGES

### § 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), ~~202-502-3030.~~
- (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, are to be submitted to the local clerk of court for reimbursement of expenses. to the DSO Travel Inbox (DSO travel@uscourts.gov).
- ~~(c) — A copy of the paid travel voucher must be forwarded to AO-DSO.~~
- [. . .]

### § 320 Private Panel Attorneys and Guardians Ad Litem

- [. . .]
- (b) Appointed counsel and guardians ad litem must ~~use~~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](#).
- [. . .]