

FINANCIAL AFFIDAVIT PROCEDURES

All appointed attorneys (both CJA and FPD) are required to complete Form CJA 23, Financial Affidavit (in Support of Request for Attorney, Expert, or Other Services Without Payment of Fee), on behalf of their clients. Form CJA 23 can be found on the Court's website at <http://www.uscourts.gov/forms/cja-forms/financial-affidavit>. Form CJA 23 is a fillable form. The signature of the defendant (or person represented) is required.

When the appointment is the result of a Target Letter, the appointed attorney should email the completed Financial Affidavit form to the Magistrate CRD assigned to the case, who will then file it in ECF. (The CRD will file these Financial Affidavits as the records for these proceedings are not available to the public.)

For all other appointments (i.e. other than when the appointment is the result of a Target Letter), the appointed attorney should file the completed Financial Affidavit in ECF. When filing the Financial Affidavit, the ECF sequence to be used is as follows:

Criminal Events → Other Filings → Other Documents → Affidavit of Financial Status

By utilizing this sequence, the Financial Affidavit will be sealed upon filing. No motion to seal a Financial Affidavit is required.

Appointed attorneys shall file (or email to the Magistrate CRD in Target Letter appointments) the completed Financial Affidavits at their earliest convenience.

If after talking to his/her client, counsel does not believe that the client is entitled to court-appointed counsel, counsel should promptly bring this concern to the attention of the Magistrate Judge assigned to the case.