

MEMORANDUM

To: All Kansas City FPD/CJA Attorneys
From: Chief Magistrate Judge Sarah W. Hays
Date: February 28, 2017
Re: Affidavits of Financial Status Procedures
Court Procedures regarding Appointed Counsel and Deadlines

Affidavit of Financial Status Procedures:

Appointed attorneys will now be required to complete the Affidavit of Financial Status with their clients.

The financial affidavit form (CJA23) can be found on the US Courts' website under <http://www.uscourts.gov/forms/cja-forms/financial-affidavit>.

It is a fillable form. You can complete it on your iPad or you can handwrite it out and then scan it into PDF. Only the defendant's signature is required on this form.

In ECF, file it using Criminal Events → Other Filings → Other Documents → Affidavit of Financial Status.

Please note, using the above filing event will seal the affidavit upon filing. You do not need to file a motion to have this sealed or file it as a sealed document.

Court Procedures regarding Appointed Counsel and Deadlines:

Initial Appearances: Once the Court has its initial appearance with the defendant, the Court will appoint appropriate counsel. The appointed attorney will be required to complete and file the financial affidavit **within 2 days** after the arraignment/preliminary hearing.

Target Letters: Once the Court is advised by the AUSA or Pretrial Services Officer that the defendant wishes court-appointed counsel, the Court will appoint appropriate counsel for the defendant. The appointed attorney will be required to complete and file the financial affidavit **within 10 days** after appointment.

Show Cause Hearings: Once the Court is advised by the Probation Officer or District CRD that the defendant is scheduled for a Show Cause Hearing, the Court will appoint the previously appointed counsel (if available) or other counsel (if previously appointed counsel is not available). The appointed attorney will be required to complete and file the financial affidavit **within 2 days** after the Show Cause Hearing.