



**UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT**

**NOTICE TO CJA COUNSEL**

Counsel are advised that [Volume 7 of the Guide to Judiciary Policy](#) provides, in part:

§ 230.76 Record Keeping

1. (a) Appointed counsel must maintain contemporaneous time and attendance records for all work performed, including work performed by associates, partners, and support staff, as well as expense records.
2. (b) Such records are subject to audit and must be retained for three years after approval of the final voucher for an appointment.

Additional information regarding contemporaneous record keeping may also be found on the U. S. Court of Appeals for the Second Circuit website at: [http://www.ca2.uscourts.gov/clerk/attorneys/Notices\\_and\\_announcements.htm](http://www.ca2.uscourts.gov/clerk/attorneys/Notices_and_announcements.htm)

Robin D. Tabora, Clerk  
November 6, 2013