Alely Sepulveda-Coleman

CJA Billing & Paralegal Services

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Background

Former U.S. District Court Financial Specialist and resident eVoucher Administrator, Southern District of California. Over five years auditing CJA vouchers under delegated authority, per Guide to Judiciary Policy Vol. 7 and Ninth Circuit Policies. Bilingual: English/Spanish.

Rate Schedule — Effective July 1, 2024

Service	Rate
Standard Hourly Rate	$50.00/hr
Emergency / Rush Services	$75.00/hr
Initial Consultation & Setup (2 hrs)	$100.00 flat
Travel Time	$50.00/hr

Billing Services — $50.00/hr

Time Entry: Recording billable hours from attorney logs.

Expense Entry: Recording reimbursable expenses with documentation.

Voucher Preparation: Compiling and submitting vouchers via eVoucher.

Follow-up & Corrections: Resolving auditor discrepancy requests.

Documentation Assistance: Organizing documentation for claims.

Discrepancy Resolution: Working with attorneys on audit findings.

Monthly Reporting: Billing activity report (~1 hr/report).

Financial Analysis: Identifying trends and cost savings.

Paralegal Services

Rate determined at intake based on scope of work.

- Federal criminal case support
- Document review and organization
- Court filing assistance
- Case management support
- Bilingual services (English/Spanish)

Monthly Package

Service	Hrs	Cost
Regular Billing Services	4	$200
Claim Review & Compliance Check	5	$250
Monthly Reporting	1	$50
Total Estimated Monthly Cost		**$500**

Billing Policies

Payment Terms: Net 30 days from invoice date.

Late Payments: 1.5% per month on overdue balances.

Retainer Agreements: Available upon request.

An intake form is available upon request.