

**DISTRICT COURT OF THE VIRGIN ISLANDS**

Ron de Lugo Federal Building and U.S. Courthouse  
5500 Veterans Drive, Suite 310  
St. Thomas, VI 00802


CHAMBERS OF ROBERT A. MOLLOY  
Chief Judge



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**MEMORANDUM**

**TO:** All Criminal Justice Act ("CJA") Panel Attorneys

**FROM:** Robert A. Molloy   
Chief Judge

**DATE:** March 1, 2024

**RE:** Travel Time Guidelines for CJA Attorneys Residing in the  
U.S. Virgin Islands and Puerto Rico

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In accordance with the Guide to Judiciary Policy, Volume 7A and the Criminal Justice Act ("CJA") Plan for the District of the Virgin Islands, effective immediately, the Court will be implementing the following guidelines as it relates to travel time and expenses for CJA attorneys who reside in the U.S. Virgin Islands and Puerto Rico.

**Maximum Travel Time**

- 1) Attorneys who reside in St. Thomas and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours. All attorney travel time claimed must use the attorney's office address as a starting point, except when the attorney's home is his or her main office. Attorneys are not allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), unless specifically authorized by the presiding judicial officer.
- 2) Attorneys who reside in St. Croix and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours. All attorney travel time claimed must use the attorney's office address as a starting point, except when the attorney's home is his or her main office. Attorneys are not

allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), unless specifically authorized by the presiding judicial officer.

- 3) Attorneys who reside in Puerto Rico and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours. All attorney travel time claimed must use the attorney's office address as a starting point, except when the attorney's home is his or her main office. Attorneys are not allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), unless specifically authorized by the presiding judicial officer.
- 4) Attorneys who reside in Puerto Rico and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours. All attorney travel time claimed must use the attorney's office address as a starting point, except when the attorney's home is his or her main office. Attorneys are not allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), unless specifically authorized by the presiding judicial officer.

The guidelines stated above supersedes all prior memorandums and guidelines issued by the Court that address these particular matters. Any questions concerning these guidelines should be directed to Mr. Shervin Clarke, Financial Supervisor, by telephone at 340-774-0640 or by email at [Shervin\\_Clarke@vid.uscourts.gov](mailto:Shervin_Clarke@vid.uscourts.gov).

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