

**United States District Court
Eastern District of New York
Office of the Clerk**

**BROOKLYN OFFICE
225 Cadman Plaza East
Brooklyn, NY 11201**

**LONG ISLAND OFFICE
100 Federal Plaza
Central Islip, NY 11722**

Travel Authorization

Attorney Name: _____

Address: _____

Telephone #: _____

Date of Appointment: _____

Authorized Traveler: _____

Case Number: _____

Client's Name: _____

Departing From: _____ **Arriving At:** _____

Authorized Travel Dates: _____

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain government travel rates for the above travel under the Criminal Justice Act (CJA).

After receiving authorization from the presiding judge, you are to email this form to Janet Hamilton, CJA Clerk, at janet_hamilton@nyed.uscourts.gov. You are then authorized to contact National Travel at (800) 445-0668 to request reservations for airline tickets. You must identify yourself as a CJA attorney in the Eastern District of New York and advise them that your tickets are to be charged to the Courts account.

United States District Judge

Date