

**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 fax this form to Laura Rios, CJA Clerk, at (631) 712-6043. 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