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To: CJA Panel Attorneys

ANNOUNCING THE IMPLEMENTATION OF “eVOUCHER”

The Court will be implementing a new electronic CJA vouchering system called “eVoucher”, which is a web-based application that provides CJA panel attorneys, court staff and Judges the ability to electronically create and process CJA vouchers and related documents. Once the Court transitions to the new “eVoucher” system, attorneys will be required to use the system for CJA voucher submissions. The Court is already in the process of installing “eVoucher”. Mandatory “eVoucher” training for CJA Panel Attorneys (and their staff if that is requested) will be conducted during the month of November 2015. The scheduled “Go Live” date is January 18, 2016.

“eVOUCHER” PROGRAM FEATURES:

-  **Allows attorneys to enter billable hours and expenses directly into “eVoucher” and electronically submit vouchers to the Court for approval**
-  **Eliminates submitting vouchers via U.S. mail**
-  **Reduces voucher preparation time and Court audit time, which expedites voucher payments**
-  **Enables attorneys to monitor the status of their appointments, vouchers, fee allowances and budgets through on-line access**
-  **Allows users to process vouchers electronically which means faster processing**



Provides a variety of audit checks for data entered by attorneys, such as hourly billing rate, changes based on dates of service, duplicate invoice entries, travel redundancies, etc.



A PRESENTATION OF “eVOUCHER” WILL BE MADE DURING THE BREAK OUT SESSION AT THE FEDERAL BAR ASSOCIATION FEDERAL PRACTICE CLE TO BE HELD OCTOBER 30, 2015.

Additional Information regarding the transition to “eVoucher”, upcoming “eVoucher” training classes, and important dates to keep track of will be distributed in the near future.