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TO: Criminal Justice Act Panel Attorneys
FROM: Thomas M. Gould
DATE: October 27, 2015

**RE: ATTORNEY INFORMATION FOR eVOUCHER IMPLEMENTATION
AND TRAINING**

As you know from the announcement that went out last week, the District Court for the Western District of Tennessee is in the process of implementing the CJA eVoucher system and plans to begin using the system on January 18, 2016. In order for this transition to an electronic vouchering system to go smoothly, we need some assistance from you, the attorneys receiving CJA appointments in our district.

- All CJA Panel Attorneys must submit their final paper vouchers by **no later than December 31, 2015**. **No paper vouchers will be accepted after this date. After that date all vouchers will have to be submitted through eVoucher.**
- Panel Attorneys will be asked to review a list of cases that are shown in the current system as an open case. An open case is one for which no voucher has ever been submitted. This open case list will be sent to each Panel Attorney within the next few days. Attorneys are asked to review the open case list and respond by November 15, 2015, indicating whether, on a case-by-case basis, a voucher will ever be submitted or whether the case should be archived. This will assist our office in ensuring that only open cases for which there will be future vouchers submitted are added to the new eVoucher database.
- The Clerk's office will present an introduction to the eVoucher system at the FBA Seminar CJA Breakout Session on **October 30, 2015**. CJA Panel Attorneys are sponsored by the District Court and the attendance fee is waived.
- Attorneys must attend live training to receive their log in and password for the eVoucher system.

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- Training sessions in the Memphis Division will be from November 16-20, 2015.
- Training sessions in the Jackson Division will be November 23-24, 2015.
- A morning and afternoon session will be offered each of the scheduled training days.
- Attorney training is open to one (1) law office support staff.
- Training Sign-Ups will begin on October 30, 2015, after the Clerk's Office eVoucher presentation at the FBA Seminar.
- Attorneys who are unable to attend the FBA Seminar are directed to contact Mary Gruber at 901-495-1235 to schedule their training.

On January 18, 2016, Panel Attorneys will begin using the CJA eVoucher system exclusively. No vouchers will be accepted outside the electronic CJA eVoucher system.

Training videos and other materials will soon be available on the Court's web site (www.tnwd.uscourts.gov).