

# United States District Court District of Arizona

## **\*\* NOTICE \*\***

### **Regarding eVoucher Implementation and Processing of CJA Vouchers**

Effective October 26, 2015, the U.S. District Court for the District of Arizona will adopt the eVoucher program, a web-based solution for the management, submission and approval of CJA vouchers. Attorneys who are appointed under the Criminal Justice Act to represent individuals in the District of Arizona will be required to submit their vouchers for payment through eVoucher. The advantages of eVoucher include the elimination of paper, an electronic location for tracking time and expenses and faster processing of vouchers.

Electronic learning modules and instructional materials for eVoucher can be found on the CJA Panel Information page of Court's website at: <http://www.azd.uscourts.gov/attorneys/cja>.

Please take the time necessary to review the training materials and familiarize yourself with the eVoucher program. For those who wish to see an overview of the eVoucher program, Kerry Reynolds, CJA Administrator, will be conducting demonstrations in the Tucson courthouse Jury Assembly Room on Tuesday, October 13 and Wednesday, October 14, 2015, at 10:00 a.m. and 2:00 p.m. each day and in the Phoenix courthouse Jury Assembly Room on Thursday, October 15 at 9:00 a.m. and 3:00 p.m. and Friday, October 16, 2015, at 10:00 a.m. and 2:00 p.m. Similar demonstrations may be held in Flagstaff and Yuma depending on the level of interest expressed by the panel members.

All panel attorneys must complete and sign (wet signature) the attached eVoucher Registration/Acknowledgment Form and return it to the Court via the following email address: [cja\\_eVoucher@azd.uscourts.gov](mailto:cja_eVoucher@azd.uscourts.gov). Upon receipt of the completed form, the attorney will receive a user name and temporary password via email. When logging into the system for the first time, users should change their temporary password and then review their individual profiles and update them as necessary.

**Cases Closed On or Before October 16, 2015:** Any voucher associated with a case that has closed or will close on or before Friday, October 16, 2015, must be filed using the current ECF filing process no later than Wednesday, October 21, 2015, at 5:00 p.m. This means that attorneys must get all vouchers associated with closed cases filed by October 21, 2015, at 5:00 p.m. After this date, the CJA voucher events in ECF will be deactivated.

**Cases Pending After October 16, 2015:** Attorneys must complete the attached Excel spreadsheet and submit it to the CJA Unit via the following email address: [cja\\_eVoucher@azd.uscourts.gov](mailto:cja_eVoucher@azd.uscourts.gov) no later than October 19, 2015, for any representation where the sentencing has not yet been held. This includes vouchers for expert services. Attorneys who submit spreadsheets prior to the October 16<sup>th</sup> deadline may submit a supplemental spreadsheet if necessary. Appointments made during the transition week of October 19, 2015, will be entered in eVoucher by CJA staff.

Tab 1 of the Excel spreadsheet is to contain information regarding attorneys. Tab 2 of the Excel spreadsheet is to be used for cases with outstanding expert vouchers. The instructions for completing the spreadsheet are as follows:

**TAB 1 - Open Representations - Attorney**

- Insert Attorney Name at line 3
- Insert Case Number (including defendant #), Defendant name and Judge's initials
- Insert Attorney Appointment date and Sentencing date (if scheduled)
- Interim Column - Insert an "X" if this is an interim payment

**TAB 2 - Open Appointments - Expert**

- Insert Attorney Name at line 3
- Insert Case Number (including defendant #), Defendant name, Judge's initials
- For each expert appointed, insert Provider name, Approval order date (include each successive order, if appropriate), and Expert email address. There is adequate space for three experts, please add columns if needed for additional experts.
- Interim Column - Insert an "X" if this is an interim payment.

**Appointments Made On or After October 26, 2015:** A representation will be created in eVoucher for any attorney appointment that occurs on or after October 26, 2015. **The expectation is that time is to be entered in eVoucher daily or close to daily.**

**Cases Approved for Interim Payments:** Attorneys and experts who have previously been granted interim payments must file an interim voucher for all work completed through October 16, 2015, using the current ECF filing process no later than Wednesday, October 21, 2015. A request to release any prior holdback must be included in this interim voucher.

**PLEASE NOTE:** During the transition to eVoucher, there will be some delay in processing CJA payments. The amount of delay will depend on the backlog of vouchers submitted between now and the October 21, 2015, deadline. The CJA unit will be working diligently to minimize the impact and we appreciate your patience during this transition.

As always, attorneys are welcome to call the CJA unit with any questions.

Phoenix Main Line: (602) 322-7150  
Tucson Main Line: (520) 205-4234