

United States Court of Appeals  
District of Columbia Circuit  
Washington, D.C. 20001-2866

Mark J. Langer  
Clerk

General Information  
(202) 216-7000

**NOTICE TO ALL CJA COUNSEL REGARDING  
IMPLEMENTATION OF CJA EVOUCHER**

The D.C. Circuit will be transitioning to CJA eVoucher, a web-based voucher management and processing system, on Tuesday, July 5, 2016. Training materials and general information regarding eVoucher will be made available on the Court's website as the Court prepares to go live on July 5<sup>th</sup>.

Once the Court converts to eVoucher on July 5, 2016, the Court will no longer be able to process any vouchers submitted in paper format. All paper vouchers submitted after June 10, 2016 will be returned to counsel without processing. Counsel will then have to wait until after the Court goes live on July 5<sup>th</sup> to resubmit the voucher electronically through eVoucher.

In order to avoid delays in payment, all CJA appointed attorneys with outstanding vouchers in appeals that are final or with vouchers eligible for interim payment are encouraged to submit their vouchers to the Clerk's Office in paper format **on or before Friday, June 10, 2016**. Counsel should advise service providers who have been authorized to provide expert services of this deadline for the submission of outstanding vouchers. All required motions and supporting documentation must be filed with the vouchers or processing will be delayed.

Beginning June 13, 2016, all appointments in pending and new appeals will be entered in eVoucher. As appointments are entered in the system, appointed counsel will be notified by email of their username and password, along with a link to eVoucher and the instructions for logging in to complete the attorney's profile. Counsel should note that each district and appellate court maintains its own eVoucher database and attorneys will have a separate username and password for each court. Although counsel may later change the username and password, counsel must initially log in to the D.C. Circuit eVoucher system using the link and credentials provided by the Court.

To assist the Court with identifying pending appointments, we are asking counsel to provide the Court with a list of pending cases within the D.C. Circuit to which they have been appointed. In cases where expert services have been authorized or counsel has been allowed to submit interim vouchers, counsel should note those cases accordingly. ***To ensure eVoucher access to their case appointments on July 5<sup>th</sup>, counsel should submit their list of cases to the email address shown below no later than June 24, 2016.***

All counsel should note that there may be delays in processing and paying existing vouchers during the transition to eVoucher. We will make every effort to minimize disruptions and provide for a smooth transition and ask for your cooperation in this effort.

CJA panel attorneys should check the Court's website often for updated information and training materials.

Any questions regarding this transition to eVoucher should be directed to 202-216-7288 or by email to [e-voucher@cadc.uscourts.gov](mailto:e-voucher@cadc.uscourts.gov).

Mark J. Langer, Clerk

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