

## NOTICE TO ALL CJA COUNSEL

### IMPLEMENTATION OF eVOUCHER PROGRAM

The Third Circuit Court of Appeals will be converting to eVoucher, an electronic voucher processing and payment program, on Monday, June 6, 2016. Training materials and general information regarding eVoucher will be made available on the Court's website on the Criminal Justice Act page as the Court prepares to go live on June 6th.

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 must be received in the Clerk's Office in paper format **on or before Wednesday, May 18, 2016**. Counsel is advised that all required motions and supporting documentation must be filed with the vouchers or processing will be delayed. All vouchers received on or before May 18, 2016 will be processed by Friday, June 3, 2016 absent unforeseen circumstances.

Once the Court transitions to eVoucher on June 6, 2016, the Court will no longer be able to process any vouchers submitted in paper format. All paper vouchers submitted after May 18, 2016 will be returned to counsel without processing. Counsel will then have to wait to resubmit the voucher until the Clerk's Office can create the appointment in eVoucher. Vouchers cannot be submitted electronically until after the Court goes live on June 6<sup>th</sup>.

Beginning June 6, 2016, all appointments in pending and new appeals will be entered in eVoucher. As appointments are entered in the program, appointed counsel will receive an email with a link to eVoucher with the attorney's username and password, along with instructions for logging in to complete the attorney's profile. Counsel should note that each district court 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 Third Circuit eVoucher system using the link and credentials provided by the Court. Once the Court has completed the transition for all pending cases, CJA panel members without an active case may obtain a username and password by filing a form with the Court.

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.

All 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 [evoucher\\_helpdesk@ca3.uscourts.gov](mailto:evoucher_helpdesk@ca3.uscourts.gov) or 215-299-4966.