

UNITED STATES DISTRICT COURT

Eastern District of Pennsylvania  
U.S. Courthouse  
Independence Mall West  
601 Market Street  
Philadelphia, PA 19106-1797

Michael E. Kunz  
Clerk of Court

Clerk's Office - Room 2609  
Telephone: (215) 597-7704

TO: All CJA Attorneys

FROM: Michael E. Kunz, Clerk of Court

RE: Conversion to CJA **eVoucher** System

DATE: January 13, 2016

You have previously received a letter from the United States District Court for the Eastern District of Pennsylvania Clerk's Office dated December 14, 2015 announcing the implementation of an electronic CJA payment system, **eVoucher**. Our "Go-Live" date is planned for **February 17, 2016**. Prior to this date, we have developed a list of items for you to complete in preparation of this conversion from the current paper system to this electronic system:

1. Submit all paper vouchers for representations that have been completed. Please submit these vouchers as soon as possible, but **no later than February 3, 2016**.
2. Submit paper vouchers for your service providers if their services have been completed as soon as possible, but **no later than February 3, 2016**.
3. Please provide a list of all your pending representations. This will assist us in the transition and ensure that an account will be set up for you properly in the new system. Please e-mail your list to [evoucher@paed.uscourts.gov](mailto:evoucher@paed.uscourts.gov) **no later than January 29, 2016**.

Paper vouchers not received by this office by the dates noted above may not be processed, and will be returned to you for entry into the **eVoucher** system.

Training videos and manuals are posted to the Eastern District of Pennsylvania's website, [www.paed.uscourts.gov](http://www.paed.uscourts.gov).

If you have any questions, please e-mail our **eVoucher** Help Desk at [evoucher@paed.uscourts.gov](mailto:evoucher@paed.uscourts.gov).

We appreciate your cooperation in this transition to **eVoucher**.

## CONVERSION TO CJA eVOUCHER

### CJA Attorney Information

Name:

Address Line 1:

Address Line 2:

Address Line 3:

City/State/Zip Code:

Phone Number:

E-Mail (**required**):

Pending CJA Representation [include Case #, Defendant Name & Number, Assigned Judge, Voucher Type (CJA 20, CJA 21)]

Pending CJA Representation [include Case #, Defendant Name & Number, Assigned Judge, Voucher Type (CJA 20, CJA 21)]

Pending CJA Representation [include Case #, Defendant Name & Number, Assigned Judge, Voucher Type (CJA 20, CJA 21)]

E-mail this completed form to: [evoucher@paed.uscourts.gov](mailto:evoucher@paed.uscourts.gov)