



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

The United States District Court for the District of New Jersey presents:

CJA eVoucher Training

CJA eVoucher has been adopted by the Judiciary as the national CJA payment system. Attorneys now have online access to eVoucher and are required to use it to enter their time and other claims, as well as submit vouchers and requests for authorization electronically to the Court for review, approval and payment. To assist CJA attorneys with learning the new system, this training will cover updated procedures and policies. The training will be hands on for maximum retention. New attorneys will receive their eVoucher user name and password at the training.

Topics will include:

- Overview of eVoucher
- Maintaining Account Profile
- Navigating eVoucher Database
- Creating a New CJA 20/30 Voucher
- Creating a New Request for Authorization for Expert Services
- Creating a New CJA 21 Voucher
- Creating a New Authorization Request for Transcripts, and more!

Training is MANDATORY for NEW CJA Attorneys. The training is also available for current CJA panel members and non-panel members with active CJA cases. Because space is limited, we will accept one registration of Support Staff per Attorney. Registration is on a first come, first served basis.

LOCATION	DATE	TIMES
Trenton Federal Courthouse PC Lab – Room 3039 – 3 rd Floor Annex 402 East State Street Trenton, NJ 08608	Wednesday, April 27	9:00AM to 12:00PM or 1:00PM to 4:00PM

Please register by emailing [Alain Senatus@njd.uscourts.gov](mailto:Alain_Senatus@njd.uscourts.gov) by April 19.