

DISTRICT COURT OF THE VIRGIN ISLANDS



CJA eVoucher Program Attorney Acknowledgment Form

Under the CJA eVoucher Program, attorneys are required to file CJA vouchers and related documents electronically with the District Court of the Virgin Islands. When using the CJA eVoucher Program, attorneys must abide by the Federal Rules of Criminal Procedure, the *Guide to Judiciary Policy*, Volume 7-Part A, the Local Rules of the District Court of the Virgin Islands, the Court’s CJA Plan, the Court’s CJA Felony Appointment Manual and any policies of the District Court of the Virgin Islands relating to court appointed representation.

All attorneys are required by Volume 7, Chapter 2 § 230.13(a) of the *Guide to Judiciary Policy* to submit all payment vouchers (CJA-20) no later than 45 days after final disposition of the case, unless good cause is shown.

It is the sole responsibility of the attorney to submit payment vouchers in a timely manner for services rendered by experts, investigators and interpreters (CJA-21) and court reporters (CJA-24). All payment vouchers must be submitted in CJA eVoucher within 30 days of receipt of invoice from the service provider. Prior approval must be obtained for services that exceed the statutory maximums. No services that exceed the statutory maximum may be incurred without the necessary approval. Failure to timely and properly submit the service provider invoices, with all relevant documentation, may result in withholding the processing of vouchers for attorney payments until the service provider materials have been submitted in full.

It is the attorney’s responsibility to ensure that their user information, including billing information in CJA eVoucher, is accurate and current. The combination of the username and password within the CJA eVoucher Program will serve as the signature of the attorney filing the voucher or documents under the aforementioned rules and procedures. Therefore, the attorney is responsible for protecting and securing this password against unauthorized use. If the attorney has any reason to suspect that the password has been compromised, they must notify the Clerk of Court of the suspected breach of security promptly.

I hereby acknowledge and confirm that I have reviewed all policies and manuals that have been provided to me on the District Court of the Virgin Islands website and that I will comply with the policies outlined in this form.

Attorney Signature

Date