



DISTRICT COURT OF THE VIRGIN ISLANDS

Announces upcoming

Attorney Training for the Criminal Justice Act (CJA) eVoucher Program

Friday, July 12, 2024

10:00 a.m. to 12:00 p.m. via Microsoft Teams

This session will provide a working knowledge of the eVoucher system through the use of various scenarios via a live demonstration, as well as a review of the CJA eVoucher Attorney User Manual Release v6.10.

Training Objectives

- Discuss changes made in the latest CJA eVoucher v6.10 release.
- Discuss how to create a Login.gov account & linking it to your eVoucher account.
- Discuss the Travel Time Guidelines for attorneys residing in the U.S. Virgin Islands and Puerto Rico and the need for prior Travel Authorizations.
- Describe the various types of CJA vouchers and explain the submission, review, and approval process.
- Identify the requirements for Transcript requests as it relates to a (AUTH-24) and (CJA-24).
- Identify key points related to the compensation and expenses of appointed counsel.
- Identify key points related to the authorization and payment of experts/service providers.
- Discuss attorney case compensation maximums and the need for prior approval.
- Discuss case budgeting authorizations.
- Discuss how attorneys can import service entries into a CJA-20/30.
- Discuss frequent errors and omissions.
- Discuss where to find additional CJA eVoucher Resources.

Attorneys may have additional staff members attend the training session.

2.4 hours CLE is being offered to all attorneys.

To register, please send an email to finance@vid.uscourts.gov, expressing your interest in participating and the names of the participants attending. Once your email is received, you will be provided a Teams meeting link the day before, that will allow access to the online training. Please email us items that you would like to discuss during the training prior to June 12, 2024.

Register by Friday, July 1, 2024