



DISTRICT COURT OF THE VIRGIN ISLANDS

Announces upcoming

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

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 6.9.

Training Objectives

- Discuss the Single Login Profile process (SLP).
- Describe the CJA20 Voucher and explain the submission, review, and approval process.
- Identify key points related to the compensation and expenses of the appointed counsel.
- Identify key points related to the authorization and payment of experts/service providers.
- Discuss key issues related to the submission, review, and approval of CJA vouchers & Travel Authorizations.
- Discuss attorney case compensation maximums and the need for prior approval.
- Discuss case budgeting and issues on appeal cases.
- Discuss attorney appointments using the service of an associate attorney.
- Discuss the utilization of a Coordinating Discovery Attorneys (CDAs) for the management of large volumes of discovery in CJA cases and Casepoint, the online document review platform.
- Discuss changes made in the latest CJA eVoucher v6.9.1 release.
- Discuss how attorneys can import service entries to a CJA-20/30.
- Discuss frequent errors and omissions.

TRAINING SCHEDULE

Division of St. Croix and Division of St. Thomas and St. John

**Friday, July 14, 2023 @
10:00 a.m. to 11:15 a.m.**

Via Microsoft Teams **Attorneys may have additional staff members attend the training session. 1.5 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 that will allow access to the online training.

Register by Friday, July 7, 2023