



DISTRICT COURT OF THE VIRGIN ISLANDS

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

CJA eVoucher is a web-based application that provides counsel, court staff and judges the ability to create and process CJA vouchers and documents electronically. On January 1, 2016, the District Court of the Virgin Islands implemented the eVoucher program. CJA panel attorneys and all other attorneys appointed to CJA cases are required to submit their vouchers electronically using the eVoucher program. Attorneys are encouraged to attend this refresher training.

Training Highlights

- Accepting appointments
- Navigating the eVoucher Program
- Creating CJA Vouchers: CJA 20, CJA 21, CJA 24 & CJA 26
- Creating and Submitting an Authorization for Expert Services and Transcript Requests
- Entering Services and Expenses
- Interim Payments vs. Supplemental Payments
- Reports and Case Management
- Travel Authorization Process
- Required Support for Payment Vouchers and Excess Compensation Request

Each attorney may bring two additional staff members to the training session.

TRAINING SCHEDULE	
St. Thomas	St. Croix
<p>➤ Thursday, January 19, 2017 @ 10:00 a.m.</p> <p>Jury Assembly Room District Court of the Virgin Islands 5500 Veterans Drive, Suite No. 310 St. Thomas, US Virgin Islands 00802</p>	<p>➤ Friday, January 20, 2017 @ 10:00 a.m.</p> <p>Jury Assembly Room District Court of the Virgin Islands 3013 Estate Golden Rock, Lot No. 13 St. Croix, US Virgin Islands 00820</p>

Register by January 3, 2017

E-mail: finance@vid.uscourts.gov