



DISTRICT COURT OF THE VIRGIN ISLANDS

Announces upcoming

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

Friday, May 16, 2025 @
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 and live demonstrations, as well as a review of the CJA eVoucher Attorney User Manual Release v6.11.

Training Objectives

- Discuss changes made in the latest CJA eVoucher v6.11 release.
- Discuss the Vendor Management System.
- Discuss the new EFT payment process.
- Describe the types of CJA vouchers and 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 as presented by Renee Hurtig Edelman, Case Budgeting Attorney for the Third Circuit.
- Discuss frequent errors and omissions.
- Discuss where to find additional CJA eVoucher Resources.

TRAINING SCHEDULE

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

**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 prior to the training that will allow access to the online training.

Please email items that you would like to discuss during the training prior to May 2, 2025.

Register by Friday, May 9, 2025