

DISTRICT COURT OF THE VIRGIN ISLANDS CLERK'S OFFICE



Glenda L. Lake, Esquire
Clerk of Court

www.vid.uscourts.gov

IMPLEMENTATION OF NEW FORMS FOR CJA PANEL ATTORNEYS AND COURT APPOINTED ATTORNEYS

The Court has created new CJA documents that are designed to help make the CJA process more seamless for all parties involved. **The Court requires immediate implementation of the usage of these forms.** The documents are: the *CJA eVoucher Attorney Acknowledgement Form*, the *CJA Engagement Letter for Investigative, Expert and Other Services* and the *Information Sheet for CJA Court Interpreters*. The documents may be found on the District Court's website under the CJA tab by clicking [here](#).

As a CJA Panel Attorney or a Court Appointed Attorney, *the CJA eVoucher Attorney Acknowledgement Form* must be signed and returned immediately to the Clerk's Office at Finance@vid.uscourts.gov.

The *CJA Engagement Letter for Investigative, Expert and Other Services* will serve as an agreement between the attorney and the expert. This form is **mandatory** for all service providers. The attorney will give this letter to the service provider after approval from the Court has been granted for expert services. The form should be completed in its entirety and **signed by both the attorney and the service provider**. The signed document should be attached to the AUTH in eVoucher when it is submitted to the Court for approval. In instances, where the services rendered will be less than \$800 and prior approval from the Court is not required, the *CJA Engagement Letter for Investigative, Expert and Other Services* should be attached to the CJA-24.

The *Information Sheet for CJA Court Interpreters* is an informative sheet that explains the expectations of the Court for interpreters. This document must be shared with all CJA Court Interpreters.

Should you have any questions, please contact Financial Services at 340-776-0221.

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