



UNITED STATES COURTS FOR THE FIRST CIRCUIT
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MEMORANDUM

TO: All First Circuit Court of Appeals CJA Attorneys

CC: Christa Berry, Robert Farrell, Daniel Lynch, Frances Ríos de Morán, David DiMarzio, David Beneman, Miriam Conrad and Eric Vos

FROM: Susan J. Goldberg, Circuit Executive

DATE: May 25, 2016

SUBJECT: Implementation of eVoucher

On July 5, 2016, the First Circuit Court of Appeals will convert to eVoucher, an electronic submission, processing and payment system for Criminal Justice Act (CJA) vouchers. Upon the implementation of eVoucher, the Court will no longer process CJA 20s, 21s, 30s and 31s in paper format.¹ Therefore, all attorneys and service providers with CJA 20s, 21s, 30s and 31s that are eligible for processing who wish to submit paper vouchers, must ensure that complete and compliant vouchers are received by the Clerk's Office on or before June 10, 2016. Such vouchers will be processed for payment before July 5, 2016. All vouchers received after June 10, 2016, as well as any incomplete or noncompliant vouchers received by the deadline, will be returned and will not be processed in paper format. The Court will not accept any CJA 20s, 21s, 30s and 31s in either paper format or through eVoucher between June 11, 2016 and July 4, 2016.

Beginning on July 5, 2016, the Court of Appeals will accept CJA 20s, 21s, 30s and 31s exclusively through eVoucher. To submit vouchers in eVoucher, attorneys and service providers must register through the Clerk's Office. To begin the registration process, please electronically complete and submit either an [attorney](#) or [service provider](#) registration form, which are also available on the Court of Appeals website. Beginning on July 5, attorneys and service providers who have submitted registration forms will receive an email with a unique username and password and instructions to complete the registration process. Please note that it is necessary to

¹ Until further notice, the Court will continue to process CJA 24s in paper format only.

create an account for the Court of Appeals eVoucher database even if attorneys and service providers are registered for eVoucher in any of the district courts in the First Circuit.

Please direct questions to the CJA Coordinator, George Kretas, at (617) 748-9055 or george_kretas@ca1.uscourts.gov.