

Notice for CJA Panel Attorneys

Re: New Process for Requesting Service Providers in eVoucher

July 7, 2018

Effective July 23, 2018, the current process of filing an Ex Parte Motion for Investigative/Expert/Other Services in CM/ECF will transition to eVoucher. Only an AUTH in eVoucher will be necessary.

Reasons for this change:

- Allows CJA voucher related matters to be contained in eVoucher.
- Eliminates duplicative work as attorneys will no longer need to request the provider funding through a motion in CM/ECF and then later submit the order with an AUTH in eVoucher; only an AUTH in eVoucher will be necessary.
- Provides faster notice of funding approval.
- Facilitates required approval by the Circuit of service provider requests exceeding \$2,500.

WHAT DO ATTORNEYS NEEDS TO DO?

- If you already have an order approving funds for a service provider but have not created an AUTH in eVoucher, please submit the AUTH in eVoucher as soon as possible. (See page 1 of instructions.)
- If you already have an AUTH in eVoucher for a service provider but need to request additional funds, you can begin using this new process immediately but in any event will be required to do so effective 7/23/18. (See page 6 of instructions.)
- If you need to request funds for a service provider and have not yet filed a motion on CM/ECF, you can instead begin using this new process immediately but in any event will be required to do so effective 7/23/18.

The "eVoucher Creating an AUTH or Supplement AUTH" instructions can be found on the court's website at:

<http://www.azd.uscourts.gov/sites/default/files/cja/eVoucher%20Creating%20an%20AUTH%20or%20Supplemental%20AUTH.pdf>

The "AZD AUTH Supplemental Information in Support of Request for Authorization to Enlist Service Provider" form can be found on the court's website at:

<http://www.azd.uscourts.gov/sites/default/files/cja/AZD%20AUTH%20Form.docx>

Please feel free to contact Kerry Reynolds, CJA Administrator at 602-322-7207 or via email at kerry_reynolds@azd.uscourts.gov if you have any questions.

If you have budget-related questions, please contact Kristine Fox, Ninth Circuit CJA Case Managing Attorney at 415-355-8985 or via email at kfox@ce9.uscourts.gov