

IN THE UNITED STATES COURTS  
DISTRICT OF IDAHO

In the matter of	)	
	)	
Criminal Justice Act (CJA)	)	General Order # 256
eVoucher Process & Procedures	)	
_____	)	

The Court being informed the new automated submission and approval process for CJA vouchers will promote efficient reimbursement procedures for review and approval of CJA counsel and expert vouchers,

NOW THEREFORE, the following plan is adopted by the District of Idaho to address the Court's responsibilities in reviewing and approving CJA compensation claims filed pursuant to 18 U.S.C. § 3006A:

**IMPLEMENTATION of CJA eVOUCHER PROGRAM**

IT IS ORDERED that CJA counsel and experts may submit claims for reimbursement under the District of Idaho's CJA eVoucher program immediately, but that as of October 1, 2011, the CJA eVoucher program must be used to document attorney time and related expenses submitted for payment under the CJA. Upon appointment by the Court, counsel will receive an e-mail confirming the CJA appointment and providing access to the Court's CJA eVoucher program for that case. If a CJA attorney or expert is unable to complete training on the new CJA eVoucher program prior to October 1, 2011, such attorney or expert may seek relief from this implementation deadline for good cause shown.

IT IS FURTHER ORDERED that requests for payment for related expert and other services shall be submitted via the CJA eVoucher system (not the CM-ECF system). Court-appointed counsel shall use the CJA eVoucher program to document all time and expenses for attorney (CJA-20 form) and experts (CJA-21 form). No other worksheets will be accepted in support of the CJA vouchers. Receipts for expenses and other documentation required by the CJA must be scanned in PDF format and uploaded to the CJA eVoucher program.

IT IS FURTHER ORDERED that court-appointed counsel shall certify their voucher and the vouchers of any expert or other service provider before submitting a voucher to the court by completing the information required in the Claim Status Section. The attorney must also complete the affirmation of the correctness of the voucher by completing the Confirmation Section.

IT IS FURTHER ORDERED that requests for interim payments shall be submitted via the eVoucher system (not the CM-ECF system) and shall be supported by a properly completed CJA-26 form. Interim vouchers shall not be submitted to the Court for payment unless the combination of hours and expenses exceeds \$2,000 or the request is for a final payment.

IT IS FURTHER ORDERED that the Clerk of Court is authorized to reject any CJA voucher that does not comply with the automated program and electronic submission requirements addressed herein. CJA counsel may submit a corrected voucher request for any rejected CJA voucher.

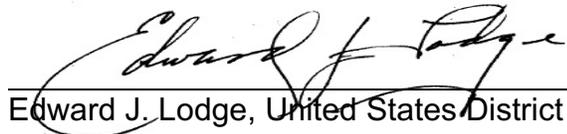
IT IS FURTHER ORDERED that all CJA voucher submissions are subject to the District of Idaho's electronic signature policies.

IT IS FURTHER ORDERED that this General Order supersedes General Order No. 231.

Dated this 4th day of August, 2011.



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B. Lynn Winnill, Chief United States District Judge



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Edward J. Lodge, United States District Judge