



Office of the Clerk

**UNITED STATES DISTRICT COURT**

for the

**MIDDLE DISTRICT OF PENNSYLVANIA**  
**William J. Nealon Federal Bldg. & U.S. Courthouse**  
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**Maria E. Elkins**  
Clerk of Court

July 28, 2015

The Middle District of Pennsylvania will be transitioning to the CJA electronic voucher management program, eVoucher, on November 2, 2015. The CJA eVoucher system is a web-based solution for submission, monitoring and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.
- Built-in reporting for budgeting and analysis.

Since we are currently utilizing a paper-based system, we have established end dates for the receipt of paper vouchers. The last date to submit a paper voucher which does not require Third Circuit Court of Appeals approval is Thursday October 1, 2015. For vouchers that require Third Circuit Court of Appeals approval, the last day to submit a paper voucher is Tuesday September 1, 2015. The pending vouchers during this time period (September 1 – October 31, 2015) will need to be processed for payment, prior to the eVoucher start up.

Beginning November 2, 2015, all CJA appointments will be made using eVoucher and all vouchers must be submitted through eVoucher. Information about eVoucher, including training materials, may be viewed on the Court's website under the CJA link.