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**United States District Court
Middle District of Tennessee**

June 1, 2016

To: CJA Panel Attorneys

ANNOUNCING THE IMPLEMENTATION OF “eVOUCHER”

The Court, in conjunction with the Office of the Federal Public Defender, will be implementing a new electronic CJA vouchering system called “eVoucher,” which is a web-based application that provides CJA panel attorneys, court staff and Judges the ability to electronically create and process CJA vouchers and related documents. Once the Court transitions to the new “eVoucher” system, attorneys will be required to use the system for CJA voucher submissions. The Court is in the process of installing “eVoucher.” Training for CJA Panel Attorneys (and staff, if requested) is available through the Office of the Federal Public Defender. The scheduled “Go Live” date is July 5, 2016.

“eVOUCHER PROGRAM FEATURES:

- Allows attorneys to enter billable hours and expenses directly into “eVoucher” and electronically submit vouchers to the Court for approval
- Eliminates submitting vouchers via U.S. mail
- Reduces voucher preparation time and Court audit time, which expedites voucher payments
- Enables attorneys to monitor the status of their appointments, vouchers, fee allowances and budgets through on-line access
- Allows users to process vouchers electronically which means faster processing
- Provides a variety of audit checks for data entered by attorneys, such as hourly billing rate, changes based on dates of service, duplicate invoice entries, travel redundancies, etc.

Additional information regarding the transition to “eVoucher,” “eVoucher” training classes, and other important information is available on the Court’s website at www.tnmd.uscourts.gov.