

**UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT**  
LEWIS F. POWELL, JR. UNITED STATES COURTHOUSE ANNEX  
1100 EAST MAIN STREET, SUITE 501  
RICHMOND, VIRGINIA 23219-3517  
[WWW.CA4.USCOURTS.GOV](http://WWW.CA4.USCOURTS.GOV)

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June 17, 2015

TO: Fourth Circuit CJA Attorneys  
FROM: Pat Connor  
SUBJ: Implementation of CJA eVoucher

The federal courts are implementing “CJA eVoucher,” a national, web-based system for creating and submitting CJA vouchers. CJA eVoucher will simplify counsel’s billing process and streamline submission and review of CJA vouchers. See [www.ca4.uscourts.gov/appointed-counsel/cja-evoucher/](http://www.ca4.uscourts.gov/appointed-counsel/cja-evoucher/).

The Fourth Circuit plans to go live on CJA eVoucher on **Monday, August 3, 2015**. The transition from paper vouchers to eVoucher for representations before this court will proceed as follows:

**For Appeals Decided before August 1, 2015—Paper Vouchers Must be Received by Nov. 30, 2015**

- If this court’s judgment order was filed **before August 1, 2015**, counsel will receive a **paper voucher** for submitting their time and expenses in a CJA case. Vouchers are due within 60 days of entry of judgment, denial of panel or en banc rehearing, or filing of a petition for certiorari.
- If counsel prefers to use eVoucher for a case decided before August 1, 2015, contact the court at [4cca-cja@ca4.uscourts.gov](mailto:4cca-cja@ca4.uscourts.gov).
- Any paper voucher must be received no later than **November 30, 2015**. Paper vouchers received after November 30, 2015, will be returned to counsel for submission through eVoucher.

**For Appeals Pending on August 1, 2015 and All New Appointments—eVoucher Will be Used**

- For appeals pending on **August 1, 2015**, and for all new appointments, CJA counsel will receive an email message with a link to eVoucher and instructions on logging in and using the system to create and submit their CJA vouchers.
- Time expended **before August 1, 2015**, may be entered either on a line-by-line basis or in the aggregate for each service type and payment rate. As an example of the aggregate method, you would enter the last day on which you performed legal research and brief writing at the \$126/hr. rate, select legal research and brief writing as the service type, enter the total number of hours worked at this rate, and enter “See Worksheets” in the description of services. You would do the same for each service type and payment rate and attach your completed CJA Worksheets in PDF form at the Documents tab in eVoucher.
- Time expended **on or after August 1, 2015**, must be entered on a line-by-line basis in eVoucher, and paper CJA Worksheets are not required for that time.