

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA

CJA eVoucher Program – Attorney Acknowledgement Form

Under the CJA eVoucher Program, you will be filing CJA vouchers and related documents electronically with the Western District of Virginia. When using the CJA eVoucher Program, you agree to abide by all Court rules, orders, and policies and procedures governing CJA appointed representation, including the Court’s CJA plan, and the *Guide to Judiciary Policy* as to CJA guidelines.

You have full responsibility to ensure your user information, including your billing information in CJA eVoucher, is accurate and current. The combination of the username and password within the CJA eVoucher Program will serve as the signature of the attorney filing the voucher or documents under the afore-referenced rules and procedures. Therefore, you are responsible for protecting and securing this password against unauthorized use. If you have any reason to suspect that your password has been compromised, you are responsible for immediately notifying the Clerk of Court of the suspected breach of security.

I hereby acknowledge and confirm that I have full responsibility to ensure my information is accurate and current in the CJA eVoucher Program in accordance with the policies outlined in this form.

Attorney Printed Name

Attorney Signature

Date

➤ After completing this form, email to: cja@vawd.uscourts.gov