

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA

CJA eVoucher Program – Court Reporter Acknowledgement Form

Under the CJA eVoucher Program, you will be filing CJA 24 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 of the Western District of Virginia and Fourth Circuit Court of Appeals and the *Guide to Judiciary Policy* regarding the production of transcripts under 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 your signature when filing a 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.

Court Reporter Printed Name

Court Reporter Signature

Date

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