



ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS

HONORABLE JOHN D. BATES  
Director

WASHINGTON, D.C. 20544

October 14, 2014

MEMORANDUM

To: Judges, United States Courts of Appeals  
Judges, United States District Courts  
United States Magistrate Judges  
Circuit Executives  
Federal Public/Community Defenders  
District Court Executives  
Clerks, United States Courts of Appeals  
Clerks, United States District Courts

From: Judge John D. Bates 

RE: ELECTRONIC CRIMINAL JUSTICE ACT VOUCHER PROCESSING SYSTEM  
IMPLEMENTATION (**ACTION REQUESTED**)

I am pleased to announce that we are ready to begin implementation of eVoucher as a national application available to all courts. eVoucher is an electronic processing system for Criminal Justice Act (CJA) panel attorney vouchers developed by the District of Nevada.

On March 13, 2014, I sent a [memorandum](#) announcing that I had approved the eVoucher processing system as the Judiciary's national electronic CJA voucher system. Subsequently, a Transition Plan which set out a strategy for further development and deployment of this important system was adopted.

Over the past six months, functional and security testing on the eVoucher system was completed. Training material is close to completion. Nearly all eighteen courts originally using eVoucher have been migrated from local servers to a new centrally hosted version. Nineteen more courts now have the centrally-hosted version of eVoucher and are cleared to complete implementation. Development has begun both on an interface between eVoucher and the national financial systems and on compatibility with NextGen CM/ECF.

The next phase of the implementation will take place in waves. Each implementation wave will be made up of all the courts in a particular circuit. Due to the nature of CJA voucher processing, there is an opportunity for collaboration between district courts and the appellate court within a circuit on implementation timing. Thus, all courts in a circuit should come to a consensus on a wave preference. Attached to this memorandum is more information on the implementation process and how to begin.

I would like to acknowledge the work of representatives from the District of Nevada and the AO in preparing the eVoucher system for full national implementation. We will continue to keep you apprised of progress and developments on this critical project. Questions or comments may be directed to the project directors, [Cindy Jensen@nvd.uscourts.gov](mailto:Cindy_Jensen@nvd.uscourts.gov) by email or at (702) 464-5477, or [Chris Vagner@ao.uscourts.gov](mailto:Chris_Vagner@ao.uscourts.gov) by email or at (202) 502-1581.

Attachment

## Implementation Information

### Criminal Justice Act (CJA) Voucher Processing System - eVoucher

**RESPONSE DUE BY: OCTOBER 24, 2014**

The eVoucher product developed by the Nevada District Court has been adopted for judiciary-wide implementation and support. eVoucher allows for electronic submission, management, and approval of CJA vouchers. It includes extensive reporting capabilities, enabling more flexible management of the CJA process by judges and court staff. The integration of eVoucher and the CJA payment system will take place early in 2015.

Implementation of eVoucher will be in waves by circuit. All district and appellate courts in a circuit will be implemented in a common wave. As there are a number of courts in some of the circuits that are already using eVoucher, as well as others that have volunteered to be a mentor court, we anticipate there will be at least one district court live on eVoucher in each circuit prior to a wave taking place. These mentor courts will help provide information and guidance to other courts during the implementation process. The Administrative Office (AO) and the District of Nevada have developed training and implementation material to assist courts.

#### Choosing an Implementation Wave

An implementation wave will begin every six weeks, starting in October 2014. The court units in a circuit should discuss the proposed wave schedule and determine the wave in which a circuit would like to implement eVoucher. The discussion should be among all the court stakeholders, including the public defender offices, involved in voucher processing or panel management. The courts should reach a consensus on a common date, and a point of contact for court units should be agreed upon. The point of contact may be from the appellate or district court level, and should communicate the circuit's first and second wave choices to the project management team. The project management team will make every effort to place a circuit in the wave requested. If multiple circuits request the same wave, the team will determine the place after balancing the courts' needs along with what is best for national implementation of evoucher. The courts of the Eighth Circuit will make up Wave One, and will assist by providing feedback on the implementation and training process. The eVoucher project management team is available to schedule a WebEx for courts to answer questions and provide a demonstration of the product, if a circuit chooses. An implementation wave will begin with a kickoff call. Training and implementation support will be provided. The implementation process should take six to eight weeks. Final implementation live dates will be determined by the local courts.

**Please respond no later than October 24, 2014.** Circuits requesting an early implementation should respond as soon as possible.

Implementation Information - CJA Voucher Processing System - eVoucher  
Page 2

Wave Schedule:	Wave One - 8 <sup>th</sup> Circuit (not available for selection)	Kickoff Call: October 20, 2014
	Wave Two	Kickoff Call: December 1, 2014
	Wave Three	Kickoff Call: January 12, 2015
	Wave Four	Kickoff Call: February 23, 2015
	Wave Five	Kickoff Call: April 6, 2015
	Wave Six	Kickoff Call: May 18, 2015
	Wave Seven	Kickoff Call: June 29, 2015
	Wave Eight	Kickoff Call: August 10, 2015
	Wave Nine	Kickoff Call: September 21, 2015

eVoucher Project Management Team: Chris Vagner [chris\\_vagner@ao.uscourts.gov](mailto:chris_vagner@ao.uscourts.gov)  
(202) 502-1581

Cindy Jensen [cindy\\_jensen@nvd.uscourts.gov](mailto:cindy_jensen@nvd.uscourts.gov)  
(702) 464-5477