

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
DISTRICT OF DELAWARE

John A. Cerino
CLERK

UNIT 18
844 N. KING STREET
U.S. COURTHOUSE
WILMINGTON, DELAWARE 19801
(302) 573-6170

March 15, 2016

Attention CJA Panel Attorneys
Practicing in the District of Delaware

- Conversion to eVoucher -

You previously received a letter from the United States District Court for the District of Delaware announcing the implementation of an electronic Criminal Justice Act (CJA) payment system - **eVoucher**. Our “go-live” date is scheduled for Monday, **May 23, 2016**. In advance of this date, there are a number of items for you to complete in preparation of the conversion from the current paper system to the electronic eVoucher system:

1. Submit all paper vouchers for representations that have been completed. Please submit these vouchers as soon as possible, **but no later than April 15, 2016**.
2. Submit all paper vouchers for your service providers, if their services have been completed, as soon as possible, **but no later than April 15, 2016**.
3. Provide a list of all your pending representations on the attached form. This will assist us in the transition and ensure that an account will be created for you in the eVoucher system. Please email the list to CJA_Helpdesk@ded.uscourts.gov **no later than March 31, 2016**.

Please note that paper vouchers not received by **April 15, 2016** will be returned to your office for entry in the eVoucher system.

The District of Delaware Clerk’s Office has posted online training materials on our website <http://www.ded.uscourts.gov/> to assist in the transition to eVoucher.

If you have any questions, please contact the eVoucher help desk at: CJA_Helpdesk@ded.uscourts.gov.

Sincerely,

John A. Cerino,
Clerk of Court