



## EASTERN DISTRICT OF MICHIGAN

### CJA eVoucher Program

#### Attorney Acknowledgement Form

You will be filing Criminal Justice Act (CJA) vouchers and related documents electronically in the eVoucher Program adopted by the Eastern District of Michigan. When using the CJA eVoucher Program, you must abide by the CJA guidelines, the Local Rules of the Eastern District of Michigan, the Court's CJA Plan and Administrative Orders, and any policies of the Eastern District of Michigan relating to court appointed representation.

You are responsible for ensuring your user information, including your billing information in CJA eVoucher, is accurate and current. The submission of your voucher affixes and authenticates your signature for payment. 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 eVoucher helpdesk, at [evoucher\\_admin@mied.uscourts.gov](mailto:evoucher_admin@mied.uscourts.gov), of the suspected breach of security.

- I hereby acknowledge and confirm that I have full responsibility for ensuring my information is accurate and current in the CJA eVoucher Program in accordance with the policies outlined above.
  
- I hereby acknowledge and confirm that I have viewed the electronic learning modules: Introduction to eVoucher, Creating a New CJA 20/30 Voucher, and CJA Expert Services and Authorizations on the Court's website.

Attorney Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

P#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_