



UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

**Post Office Box 193939
San Francisco, CA 94119-3939**

DATE: March 16, 2012
TO: Counsel Appointed under the Criminal Justice Act
FROM: Molly C. Dwyer, Clerk of Court
RE: Mandatory Electronic Voucher Filing

Last fall the Court implemented a web-based system that permits electronic preparation and submission of Criminal Justice Act claims for reimbursement. The system was developed by the Nevada district court and has been adopted by many of the districts in the circuit. Many of you have used the on-line system and have benefitted from the speedier transmittal, review and payment afforded by electronic filing.

Beginning April 16, 2012, submission of claims via the web-based system will be mandatory.¹ If you have not yet been provided a log-in or a case record for your appointment has not been created in the electronic voucher system, please submit a request for a voucher to one of the following addresses:

Central/Southern Districts of California
PasaCJAevch@ca9.uscourts.gov

Western/Eastern Districts of Washington
Lynn_Warton@ca9.uscourts.gov

¹ The clerk's office will process all pending claims previously submitted in a hard copy format.

All other districts

ndaoperations@ca9.uscourts.gov

Complete instructions and an on-line tutorial are available on the Court's website, www.ca9.uscourts.gov under the Criminal Justice Act subsection of the Attorneys tab. You may also contact the help desk at cja_ca09evoucher@ca9.uscourts.gov.

Attorneys wishing to apply for an exemption from the electronic voucher filing requirement may do so by submitting a request to ndaoperations@ca9.uscourts.gov. Practitioners are advised, however, that submission of paper copy vouchers will result in a lengthier review and payment process.