

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

CJA eVOUCHER

**INSTRUCTIONS ON PROCESSING CJA 24 AUTHORIZATIONS
AND VOUCHERS FOR OUT OF DISTRICT CJA ATTORNEYS
IN CASES ON APPEAL**

Step 1: The out-of-district CJA Attorney shall submit an email request to the eVoucher Help Desk at: cja@kywd.uscourts.gov to request a login and password to the KYWD eVoucher system. The email request shall indicate in the subject line “**Out-of-District CJA Attorney Login Request.**” The email request shall also include a copy of the (1) CJA appointment order and (2) transcript order form docketed in the Sixth Circuit ECF database.

Step 2: The out-of-district CJA Attorney will receive a login and password via email from the District Court.*

Step 3: The CJA Attorney creates and submits an Authorization 24 Request and Authorization for Transcript form within the KYWD’s eVoucher system. The form will be routed to the District Court Trial Judge.

Step 4: The District Court Judge approves/rejects the Authorization 24 Request. eVoucher will generate an email to the CJA Attorney when the authorization request has been approved.

Step 5: Upon approval of the Authorization 24, the Court Reporter will create the CJA 24 and enter transcript cost data on the electronic CJA 24 form when the transcript has been completed. The CJA 24 form is then routed back to the CJA Attorney for certification. eVoucher will generate an email to alert the attorney that the CJA 24 form has been completed by the Court Reporter and is ready for approval.

Step 6: The CJA Attorney must then approve the CJA 24 form in eVoucher to certify the services of the Court Reporter. The voucher form is then routed to the District Court for payment approval.

Step 7: The District Court approves the electronic CJA 24 form for payment of the transcript.

**For instructions on accessing the eVoucher system creating the Authorization 24 and CJA 24 Voucher, please refer to the CJA eVoucher Information and Documentation available on the District Court’s Website.*