

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY
Attorney Acknowledgement Form



CJA eVoucher
Electronic Voucher Management System

Under the CJA eVoucher System you will be filing CJA vouchers and related documents electronically with the Western District of Kentucky. When using the CJA eVoucher System you must abide by the Federal Rules of Civil and Criminal Procedure, CJA Guidelines, the Local Rules, and any administrative orders and policies of the Western District of Kentucky relating to court appointed representation.

You have full responsibility to ensure your user information, including your billing information, is accurate.

The combination of the username and password within the CJA eVoucher System will serve as your signature when filing a voucher or document under the afore-referenced rules and procedures. Therefore, you are responsible for protecting and securing the password against unauthorized use. If you have any reason to suspect that your password has been compromised, you are responsible for immediately notifying the Clerk of Court of the suspected breach of security.

I hereby acknowledge and confirm that I have full responsibility to ensure my information is accurate and current in the CJA eVoucher Program. All vouchers/documents filed will be in accordance with the policies and guidelines outlined in this form.

Attorney's Printed Name _____

Attorney's Signature _____

Date _____

*After completing this form, scan it into .pdf format and e-mail it to: cja@kywd.uscourts.gov