

**UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT**

ROBERT A. KATZMANN
CHIEF JUDGE

MEMORANDUM

January 8, 2018

To: Appellate Experts/Interpreters/Court Reporters
From: Jerry L. Tritz, Esq., Circuit Case Budget Attorney
Re: CJA eVoucher User Agreement Form

On Monday, January 8, 2018, the Second Circuit Court of Appeals will grant access to a limited number of experts to file CJA eVouchers. Because this is an electronic voucher system, there is no way for an expert to sign a voucher in the conventional manner. We have therefore created what we refer to as a CJA eVoucher User Agreement Form. Before an expert can use the eVoucher program, he or she must sign and return this form. A copy of the form is attached to this memo or can be found on the Court's website by clicking on the Attorneys tab and opening the CJA page. By signing this form, each CJA expert member is agreeing that the combination of the username and password, when used within the eVoucher system, will serve as the signature of the expert filing the eVoucher. This form must be executed and on file with the Court of Appeals. Therefore, please execute the attached pdf fillable form and return to anna_greenidge@ca2.uscourts.gov.

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT

CJA EVOUCHER USER AGREEMENT FORM

I, _____ agree when filing an eVoucher in the CJA eVoucher system I
Expert's Name

will abide by the rules and procedures promulgated for that purpose.

I acknowledge my responsibility to provide the Clerk of Court with accurate contact information and will notify the Clerk expeditiously of changes in that information.

I understand that the combination of my CJA eVoucher username and password will serve as my signature for the documents and forms I submit to the eVoucher system. I accept responsibility for securing my CJA eVoucher password against unauthorized use. If I suspect that my password has been improperly used or otherwise compromised I will immediately notify the Clerk of the suspected misuse or other problem.

Expert's Signature

Expert's Address

Date

Please return this form to anna_greenidge@ca2.uscourts.gov