

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

CJA eVoucher Program – Attorney Acknowledgement Form

Under the CJA eVoucher Program, you will be filing CJA vouchers and related documents electronically with the Eastern District of Texas. When using the CJA eVoucher Program, you must abide by the Federal Rules of Criminal Procedures, the Guide to Judiciary Policy as to CJA guidelines, the Local Rules of the Eastern District of Texas, the Court’s CJA Plan, and any policies of the Eastern District of Texas relating to court appointed representation.

You have full responsibility to ensure that your user information, including your billing information in CJA eVoucher, is accurate and current.

The combination of the username and password within the CJA eVoucher Program will serve as the signature of the attorney filing the voucher or documents under the afore-referenced rules and procedures. 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 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 in accordance with the policies outlined in this form.

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

\_\_\_\_\_  
Email Address

Bar No. \_\_\_\_\_

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date

After completing this form, scan it into .pdf format and email it to: [cja@txed.uscourts.gov](mailto:cja@txed.uscourts.gov)