

eVoucher CJA 21 Service Provider Information Form

The Southern District of West Virginia eVoucher system requires CJA Panel Attorneys create CJA 21 vouchers for investigators and other experts/service providers. You will enter a summary time and expense entry for these service providers and attach a detailed, signed invoice from the service provider to the CJA 21 as a supporting document.

You will not be able to create a CJA 21 voucher for a service provider through eVoucher until eVoucher is populated with the service provider information. Only then will the expert be available on the eVoucher drop-down menu.

Please provide a copy of this form via email to CJA Panel Technician Debbie Reynolds at debbie_reynolds@wvsd.uscourts.gov for any service provider that you need included on eVoucher.

Service Provider Name: _____

Tax ID No. Or SSN: _____

Billing Address: _____

Phone: _____

Fax: _____

Email: _____

Area of Expertise or Service _____

(i.e. Psychologist, Investigator, Paralegal etc.)

**** Please remember eVoucher requires the attorney first complete the CJA 21 voucher as though they are the service provider by entering summary time and expense entries and attaching a detailed invoice. After submitting the CJA 21 voucher for payment, the attorney must then again open the same voucher and give final approval as the attorney by selecting “Approve” on the Confirmation page. Both steps are needed to complete the approval and payment process. ****