

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

**NOTICE REGARDING NATIONAL CRIMINAL JUSTICE ACT (CJA)
VOUCHER ON-LINE REFERENCE TOOL**

On June 7, 2011 the Administrative Office of U.S. Courts announced a new National CJA Voucher On-Line Reference Tool designed to assist people who submit, process, review and/or approve vouchers. The tool allows users to easily search and retrieve information about the national CJA policies and procedures that apply to the CJA appointment and voucher payment process. We encourage you to use the tool which includes the features described below:

- **Search Options:** Users may conduct searches by topic, word, or phrase, as well as by role in the voucher process, i.e., panel attorneys and other service providers who submit vouchers, and court staff who process, review and approve vouchers.
- **News and Information:** News items such as increases in hourly rates, threshold limits, and other policy changes are updated regularly and posted to the home page, as are frequently asked questions, quick reference sheets, and staff contact numbers for obtaining assistance and additional information.
- **Access:** The on-line reference tool may be accessed from three locations:
 - **District of Massachusetts Website:**
<http://www.mad.uscourts.gov/attorneys/cja-info.htm>
 - **U.S. Courts Website:**
<http://www.uscourts.gov/uscourts/cjaort/index.html>
 - **Office of Defender Services Website:**
http://fd.org/odstb_CJAPanelInfo.htm

Questions concerning CJA voucher processing may be directed to Barbara Leboff, CJA Analyst, USDC, District of Massachusetts at (617) 748-9135.

June 8, 2011

Sarah Allison Thornton
Clerk of Court