

## **CJA eVoucher**

### **Interim Payment - Special Request for Early Processing Procedure – March 31, 2020**

The U. S. District Court, Eastern District of Missouri has authorized submission of interim vouchers from appointed CJA attorneys for cases that have not been completed in accordance with the Order of Chief Judge Sippel on March 31, 2020, effective until May 31, 2020.

Attorneys should submit their voucher through eVoucher as an Interim Voucher to be considered for payment. This process applies to all CJA – 20 and CJA – 30 vouchers where interim payments/budgets have not been previously authorized. The court finance team will identify and process these vouchers using a special workflow which will append the status with “Early Pay” to clearly designate these vouchers through the approval process. The court finance team will also attach the Order of Chief Judge Sippel to each applicable voucher to document the authorization to process the payment at the interim stage.

**This authorization for interim payment/early pay is only applicable to payments for the sole CJA attorney appointed for each representation/defendant.** In representations where more than one CJA attorney has been appointed, payments to attorney(s) initially appointed must still wait for the conclusion of the representation in order for their voucher to be processed along with the voucher from the final attorney. This process is to ensure that the payments for all attorneys on the representation are considered equally within the case maximum or as part of the excess payment certified for the representation.

If an attorney feels that circumstances of the case or appointment warrant processing of their voucher earlier than the conclusion of the case, the attorney may file an ex parte motion in CM/ECF requesting authorization from the presiding judge to process the payment early. This ex parte motion should also be attached to the voucher and submitted in eVoucher at the same time. If the Judge orders early payment the court finance team will attach the order to the voucher holding in eVoucher and proceed with moving the voucher through the approval process.

If attorneys have questions regarding this new authorization for submission of an interim voucher please email questions to [moedml\\_CJA@moed.uscourts.gov](mailto:moedml_CJA@moed.uscourts.gov) or call 314-244-7872 for assistance.