

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK



**eVoucher Registration Form**

Under the CJA eVoucher System you will be required to file CJA vouchers and related documents electronically with the Western District of New York. When using the CJA eVoucher system you must abide by the Federal Rules of Civil and Criminal Procedure, CJA Guidelines, the Local Rules, and any administrative orders and policies of the Western District of New York.

You have full responsibility to ensure your user information, including your billing information is accurate. Please complete and submit along with this registration a W9 form as well as an Attorney Acknowledgment Form. All of the required forms can be found on our public website.

Use this form to register for a Western District of New York eVoucher account. Registration is limited to CJA panel attorneys who have completed the eVoucher Electronic Training Modules (ELMs) or who are registered users in another federal district court or circuit courts' eVoucher system. The following information is required for registration:

First/Middle/Last Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Have you completed eVoucher ELMs?** Yes  No

If the answer is no, do you have an eVoucher login in another federal district court?

Yes  No  If yes, list the name of the court: \_\_\_\_\_

The combination of the username and password within the CJA eVoucher System 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.

Submit this registration form by e-mail to: [maria\\_gomolka@nywd.uscourts.gov](mailto:maria_gomolka@nywd.uscourts.gov)

\_\_\_\_\_  
Registered User's Signature