

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF WEST VIRGINIA

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REPLY TO: CLARKSBURG

eVoucher CJA 21 Service Provider Information Form

The Northern District of West Virginia eVoucher system requires CJA Panel Attorneys create CJA 21 vouchers for investigators and experts, and enter the time and expenses for these service providers. You will not be able to create a CJA 21 voucher through eVoucher until the Federal Public Defender Office first populates eVoucher 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 Administrator Lisa Coleman at Lisa_Coleman@fd.org or fax to (304) 622-4631 :

Service Provider Name: _____

Tax ID No. Or SSN: _____

Billing Address: _____

Phone: _____

Fax: _____

Email: _____

Area of Expertise or Service _____

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

**** Please remember eVoucher requires the attorney first complete the CJA 21 voucher as the service provider by entering time and expenses. After forwarding the CJA 21 voucher for final 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. ****