

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
Court Reporter Acknowledgment Form



CJA eVoucher  
Electronic Voucher Management System

Under the CJA eVoucher System you will be filing CJA vouchers and related documents electronically with the Southern 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 Southern District of New York and Second Circuit Court of Appeals.

You have full responsibility to ensure your user information, including your billing information, is accurate.

The combination of the username and password within the CJA eVoucher System will serve as your signature when filing a voucher or document under the aforementioned rules and procedures. Therefore, you are responsible for protecting and securing the 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.

I hereby acknowledge and confirm that I have full responsibility to ensure my information is accurate and current in the CJA eVoucher Program. All vouchers/documents filed will be in accordance with the policies and guidelines outlined in this form.

Court Reporter's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

Court Reporter's Signature \_\_\_\_\_

Date \_\_\_\_\_