



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
312 North Spring Street, Room 810
Los Angeles, CA 90012

CJA OFFICE

MEMORANDUM

TO: All Panel Attorneys
California Central District Court

FROM: TinaMarie Tobey
CJA Supervisor

DATE: August 3, 2009

RE: MANDATORY ELECTRONIC BILLING SUBMISSIONS
CJA Services Application

The CJA Office is excited and proud to announce the CJA Services Application (“CJA Services”). This is a web-based application that you will be using to submit your billings electronically. Yes, this is going to be a mandatory application.

This memorandum provides information on the CJA Services’s technical and functional components, the schedule of training and implementation, and post implementation plans.

TECHNICAL COMPONENTS: CJA Panel Attorneys and Attorneys appointed to CJA cases within our District, will access the CJA Services from any computer through the link (CJA Information/CJA Services) provided at the Court’s website (www.cacd.uscourts.gov). Access will require that the user’s desktop have the web browser, Internet Explorer. CJA Services will have worksheets and voucher forms that resemble the current hard copy vouchers, along with the ability to attach *.pdf* documents and to link to other forms, such as the CJA 29 and CJA TRA, that have been submitted and approved through the CJA Services.

FUNCTIONAL COMPONENTS: For CJA Panel Attorneys and Attorneys appointed to CJA cases within our District, **CJA 20, CJA 26, CJA 29 and CJA 30 electronic submissions will be mandatory as of November 1, 2009.** Access to CJA Services will be given upon receiving training provided the CJA Office.

TRAINING: The CJA Office will provide classroom training at each Divisional Courthouse

during the months of August and September 2009, with follow up and additional classes to be scheduled, if necessary, in October 2009. Details of specific dates and times will be sent out under a separate memorandum. Training materials will be provided at these sessions as well as be available on-line. Each attorney who completes the training will receive his/her own login and password.

POST IMPLEMENTATION: The CJA Office will provide support for troubleshooting any issues that may arise and for additional training, as needed. The CJA Services will continue to be refined and as enhancements are made to the application, attorneys will be given notice and instruction.

cc: Randall W. Schnack, Managing Attorney
Carla Ortega, Supervising Attorney