

REGISTRATION PACKET INSTRUCTIONS FOR NEW ATTORNEYS AND EXPERTS

Appointed Counsel Registration

If counsel has been appointed by the Court to represent a financially eligible person in a proceeding highlighted in the Guidelines to the Administration of the Criminal Justice Act, § 210.20 *Proceedings Covered by and Compensable under the CJA*, counsel can be reimbursed for both services and expenses.

In order to file reimbursement, counsel must complete and submit a CJA Attorney Registration packet to the following email:

CJA_ILND@ILND.uscourts.gov

Once counsel's registration packet is received, counsel will be sent instructions on how to file reimbursement vouchers using the eVoucher system.

Expert Registration

If an expert who has never completed services for the representation of a CJA eligible person has been authorized by the court, this expert can be reimbursed for services and expenses.

In order for an expert to be reimbursed, counsel must forward the expert a CJA Expert Registration Packet. Once the expert has completed the registration packet, they must forward the completed packet back to counsel, who will then forward the completed packet to the following email:

CJA_ILND@ILND.uscourts.gov

Once the expert's registration packet is received and the expert is added to the eVoucher system, counsel will receive a notification informing them that they can now file reimbursement on behalf of the expert.

The Attorney Registration Packet and Expert Registration Packet can be found here:

<https://www.ilnd.uscourts.gov/Pages.aspx?N5kC+18oIu6JTBEZNBfQQg==>

For any questions, please contact the Financial Department at (312)435-6066 or email

CJA_ILND@ILND.uscourts.gov