

## CJA - EVoucher Establishing an Attorney Holding Period

A CJA panel attorney, at their own discretion may have a holding period set in the eVoucher system. A holding period allows the attorney to be temporarily excluded from the random draw appointment process and alleviates the attorney from possibly having to decline a proposed appointment because of availability. This may be used for a vacation, travel, or possibly a trial situation.

The court requests that a holding period for an attorney should be for a minimum of 5 days. This feature is not meant to reflect an attorney's day to day schedule but rather large blocks of time that happen occasionally making an attorney unavailable.

All holding periods are set up with a beginning and ending date and automatically become ineffective once the end date has passed.

To establish a holding period, an attorney should send an email to:

[Moedml\\_CJA@moed.uscourts.gov](mailto:Moedml_CJA@moed.uscourts.gov) with a subject of "Holding Period"

In the body of the email simply list the dates the attorney is not available for selection on a CJA case. Once the holding period is set, the attorney will receive a reply email confirming that the holding period has been established.

If you need to change the holding period once it is set, simply email the court as directed above and indicate the change and the holding period will be edited.

If you have questions regarding this process you may contact the court at 314-244-7872.