

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS**  
Richard Sheppard Arnold United States Courthouse  
600 West Capitol, Room A-149  
Little Rock, Arkansas 72201

JAMES W. McCORMACK  
CLERK OF COURT

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Dear CJA Member:

Below you will find the necessary forms and instructions to assist you in completing your voucher.

**IT IS IMPORTANT TO NOTE** that travel by air must be authorized in advance. Contact the appropriate Courtroom Deputy for further information.

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Each attorney must submit a voucher with the original signature for payment.

Questions concerning the instructions, the preparation of the worksheets, and the completion of your CJA voucher should be brought to the attention of our CJA Clerk by calling our office at 501-604-5351 or by e-mail at [CJA@ared.uscourts.gov](mailto:CJA@ared.uscourts.gov).

Thank you.

JAMES W. McCORMACK  
CLERK OF COURT