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MEMORANDUM

To: Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts

From: Charles S. Glenn 

RE: CJA 6.1.5 TREASURY CHECK DISBURSEMENT (**INFORMATION**)

Please provide this memorandum to all the courts CJA users, as there is important time sensitive information contained within.

The AO will be implementing a Treasury Check Disbursing Model for CJA payments. The CJA 6.1.5 system currently uses an agency printing model to disburse payments to panel attorneys, expert service providers and court reporters by printing checks in-house at the AO and mailing them to the appropriate recipients. As of November 5, 2012, this function will be performed by the Department of Treasury (Treasury).

Based on the 153,996 checks that were issued in 2011, the return on investment is anticipated to pay for itself within the first year. Treasury disbursements of CJA payments on the behalf of the judiciary will result in a substantial cost savings in personnel, check stock, supplies, and postage used by the AO. In addition, system internal controls will be strengthened with the use of a secure batch file transmission to Treasury on a daily basis.

The implementation of the Treasury Check Disbursement Model will also benefit the judiciary by eliminating the need for managing tax levy adjustments. Currently this is a manual process but will now be managed by the Department of Treasury under the Treasury Offset Program (TOP). The payment recipient is always notified by Treasury of an outstanding debt due to the government, such as a tax levy, prior to any offsets being

applied to payments. After the implementation any payment inquiries, from the payment recipient only, regarding a treasury offset, would now be directed to Treasury Offset Program Call Center at 800-304-3107.

The new disbursing model will have little effect on CJA users and payments. As previously mentioned, tax levies will no longer require the court to forward information to the AO. However, the procedures for Government Travel Account (GTA) payments and check cancellation will change slightly. Detailed procedures are currently under development and will be posted to [SDSD support webpage](#) for CJA concurrent to implementation.

It is important to note that Court users will not have access to the CJA 6.1.5 system from Friday, November 2, 2012 to Sunday, November 4, 2012 in order to print the final agency disbursed checks and upgrade the CJA system for the Treasury check disbursement capability. The system will be available on Monday, November 5, 2012. If you have any questions please contact Derek Henderson, Supervisory Accountant, Payment Management Branch at 202-505-1388.