

**United States District Court
Southern District of New York**



CJA eVoucher
Electronic Voucher Management System

**Attorneys'
Manual**

United States District Court Southern District of New York

Contact Information

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Southern District of New York
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Circuit Case Budgeting Attorney
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For the Second Circuit
40 Foley Square
New York, NY 10007
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Web Resources

CJA website for the Southern District of New York
<http://nysd.uscourts.gov/cja.php>

CJA website for the Second Circuit
<http://www.ca2.uscourts.gov/clerk/attorneys/cja.html>

Guide to Judiciary Policy- Volume 7: Defender Services
<http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx>

National CJA Voucher Reference Tool
<http://www.uscourts.gov/uscourts/cjaort/index.html>

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions.

The eVoucher program allows you to:

- submit Authorization requests for travel and expert service providers;
- upload supporting documents to claims or Authorization requests;
- submit claims electronically to the court;
- receive automatic e-mail notification of approved or rejected vouchers and authorization requests; and
- be an active part in monitoring costs through reports.

Claims are not viewable by Clerk’s staff until they are submitted, nor can any other user view your detailed claim information.

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.

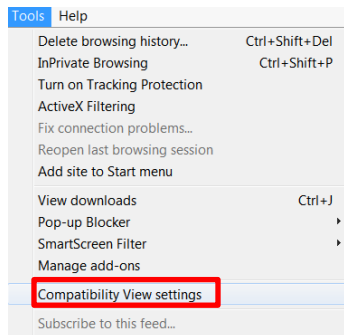
Browser Compatibility

- Windows: Internet Explorer 8 or newer is approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).

Chrome, Firefox and other browsers may not be used with CJA.

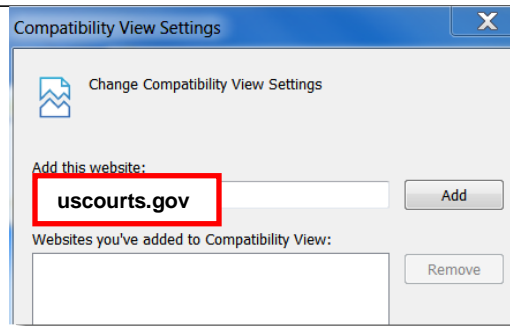
CJA eVoucher will not work with Chrome, Firefox, or any other browser not listed above. You may need to reset the browser’s cache.

1. Click the **Tools** menu, and then select **Compatibility View settings**.



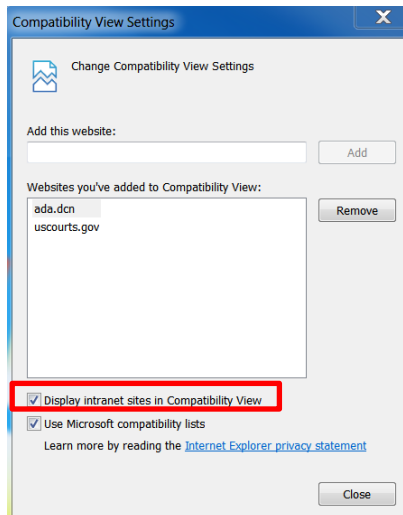
2. Type **uscourts.gov** in the Add this website field.

3. Click **Add**.



4. Check the box next to **Display intranet sites in Compatibility View**.

5. Click **Close**.



Court Appointment

When an attorney's representation is generated in the CJA eVoucher System, an email is sent notifying the appointed attorney. This email confirms the appointment and includes a link to the eVoucher System.

Accessing the CJA eVoucher Program

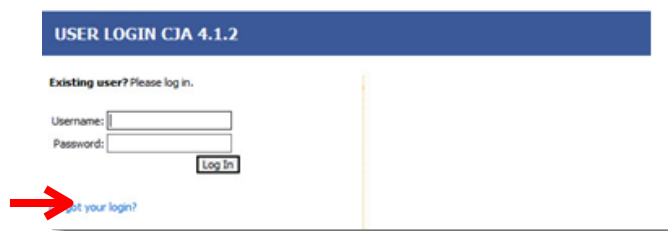
The CJA eVoucher site for the Southern District of New York can be accessed using the link below. It is suggested that you bookmark it for easier access.

https://evadweb.ev.uscourts.gov/CJA_nys_prod/CJAeVoucher/

1. Enter your court issued login and password.

2. Click **Log In**.


If you have forgotten your password, click **Forgot your login?**



If you forgotten your username, contact the CJA clerk.

Enter your user name or email address and click **Recover**.

Follow the instructions in the email that you will receive.



Password Rules:

Users will be required to change their passwords within 30 days of the first time they log in to CJA eVoucher .

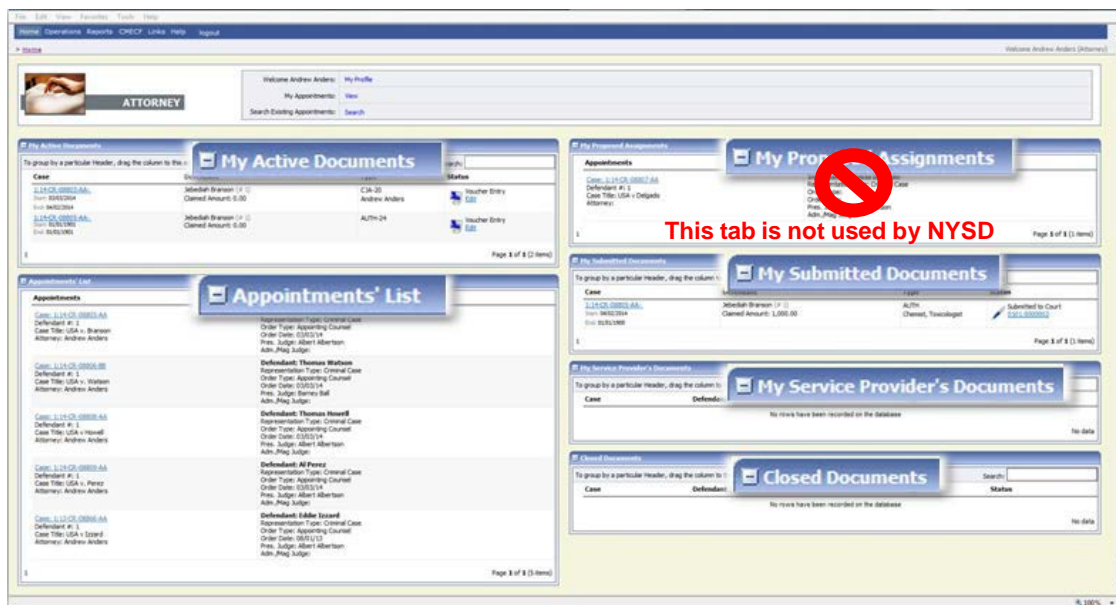
Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords every 180 days. When changing passwords, users must specify a password that satisfies the new complexity rules and has not been used in the past 365 days. Users attempting to change their password to a previous password before the required time period has passed will receive a notification in CJA eVoucher.

Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



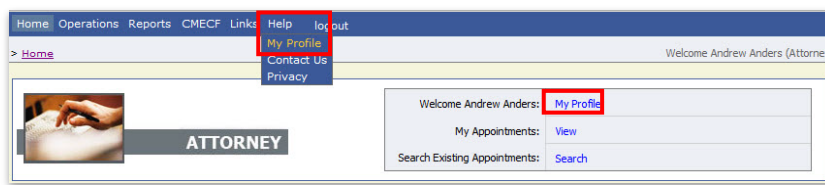
Folder	Contents
My Active Documents	<ul style="list-style-type: none"> • Authorizations/eVouchers you are currently working on • Authorizations/eVouchers submitted to you by an expert service provider • Authorizations/eVouchers rejected by the court <p>These documents are waiting for action by you.</p>
Appointments List	Quick reference to all your appointments
My Submitted Documents	Authorizations/eVouchers you submitted to the court for you and your service providers.
My Service Provider's Documents	Contains all the Authorizations/eVouchers for your service providers.
Closed Documents	<ul style="list-style-type: none"> • Authorizations/eVouchers paid or approved by the court. • Authorizations/eVouchers appear until archived by the Court.

My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

Click **My Profile**.



Login Info

- Edit your username
- Edit your password

Login Info
Your Login information

UserName **AttorneyThirteen**

Attorney Info

- Add your Bar number
- Change your contact information
- Change your email address

Attorney Info
Your personal info

Bar Number:
Your Name: **Attorney Thirteen**

Your Contact Info:
Phone: 212-805-0640
Fax:
CJAAttorney@nysd.uscourts.gov

Your Address:
500 Pearl Street
New York, NY 10007
US

Billing Info

- Update your billing information

Billing Info
List all available billing info records


Your default billing info is:
Attorney Thirteen
Billing Code:0208-000036
500 Pearl Street
New York, NY
10007 - US
Phone: 212-805-0640
Fax:

Continuing Legal Education

- Add your CLE information
- Upload any certificates

Holding Period

No info has been stored.
Please click VIEW to type your info.



Continuing Legal Education

No info has been stored.
Please click VIEW to type your info.

Voucher Reference Chart

If you want to	Then click the Appointments List on the home page and
Create an Authorization for expert and other services	Click Create AUTH under Create New Voucher
Create an Authorization to obtain a transcript	Click Create AUTH-24 under Create New Voucher
Create a Travel Authorization to obtain permission to travel	Click Create Travel under Create New Voucher
Create an eVoucher to pay court-appointed counsel	Click Create CJA-20/30 under Create New Voucher
Create an eVoucher for expert and other services	Click Create CJA-21/31 under Create New Voucher
Create an eVoucher for payment of transcript	Click Create CJA-24 under Create New Voucher

AUTH (Authorization for expert and other services)

- A completed **Memorandum re: Service other than Counsel** form must be attached to the Documents section.
- The expert's CV/resume must be attached to the Documents section.
- If there is a signed budget by the District and Circuit Judges, upload that in place of the Memorandum re: Services other than Counsel.
- If the signed budget mentions the expert by name, you do not have to attach the expert's CV/resume.
- **There is no Autosave feature. Be sure to periodically save your work.**

1. Select the case from the **Appointments List** on the Home page.

2. Click **Create** next to **AUTH** on the **Appointment Info** page.



3. Under **Authorization Type Selection** you must choose one of the following options:

Create New Authorization: choose this option if this is the first time you are seeking authorization for this type of service. Proceed to Step 4.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Request Additional Funds: choose this option if you are seeking additional funds for this type of service. Once you select this option, another box appears for you to select the corresponding approved authorization. i.e. additional paralegal services select the authorization that mentions **Service Type: Paralegal Services**. Once selected, the **Request for Additional Funds on existing Authorization** defaults to the same **Service Type** along with any **Notes** from the previous authorization and **Create Authorization** button is activated. Click **Create Authorization** to proceed.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Please Select the Authorization to request additional funds for:

ID Number: 58142 Order Date: 02/17/2017 Authorized Amount: \$450.00 Grand Total Amount: \$0.00	Service Type: Other (Specify) Estimated Amount: \$9,000.00 Notes: Dr.
ID Number: 400991 Order Date: 02/17/2017 Authorized Amount: \$1,158.50 Grand Total Amount: \$0.00	Service Type: Paralegal Services Estimated Amount: \$1,158.50 Notes: ██████████
ID Number: 458435 Order Date: 02/17/2017 Authorized Amount: \$2,631.08 Grand Total Amount: \$3,631.08	Service Type: Investigator Estimated Amount: \$2,631.08 Notes:

Request for Additional Funds on existing Authorization

Order Date:

Nunc Pro Tunc Date:

Repayment:

Estimated Amount: \$

Authorized Amount: \$ Deactivated

Basis of Estimate:

Description:

Service Type:

Notes:

4. Whether **Master Authorization Information** or **Request for Additional funds on existing Authorization XXXXXX** appears, enter the **Estimated Amount**.

5. Enter the hourly rate in the **Basis of Estimate** field.

6. Enter a brief description for services in the **Description** field. (This information will appear on the payment voucher later on so please make it brief.)

7. New Authorizations: Select the **Service Type**. Additional authorization: **Service Type** defaults to the selected service type from the prior authorization.

8. If you know the name of your provider, enter the name in the **Notes** field.

9. Click **Save**.

The image shows two side-by-side screenshots of a software interface. The left screenshot is titled "Master Authorization Information" and the right is titled "Request for Additional Funds on existing Authorization 400991". Both forms have the following fields: Order Date (calendar icon), Nunc Pro Tunc Date (calendar icon), Repayment (checkbox), Estimated Amount (\$ [input] *), Authorized Amount (\$ [input] Deactivated), Basis of Estimate (text input), Description (text input with up/down arrows), Service Type (dropdown menu), and Notes (text input). The right form shows a Total Authorized amount of \$ 1158.50 and "Paralegal Services" selected in the Service Type dropdown. At the bottom of the forms are navigation buttons: « First, < Previous, Next >, Last », and a Save button.

AUTH (continued)

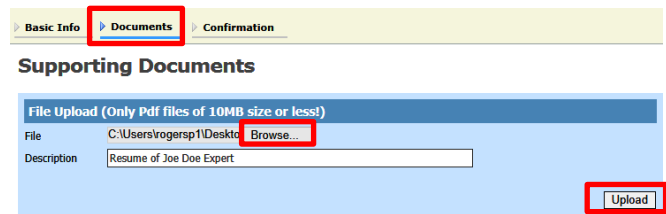
10. Click the Documents tab.

11. **Browse** and select the document to be attached. You must attach a completed Memorandum Re: Services Other Than Counsel.

12. Add the title of the document in the description field.

13. Click **Upload**.

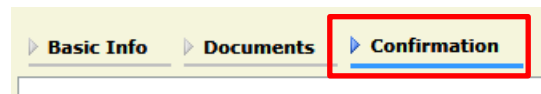
14. Click **Save**.



Other examples of documents that may be attached

- Resumes of experts
- References for experts
- Justification of services


15. Click the **Confirmation** tab.



16. Add any brief notes.

17. Check the affirmation box.

18. Click **Submit**.



AUTH 24 (Authorization to obtain transcript)

- Before ordering a transcript, you must obtain prior authorization through eVoucher.
- **There is no Autosave feature. Be sure to periodically save your work.**

1. Select the case from the **Appointments List** on the Home page.

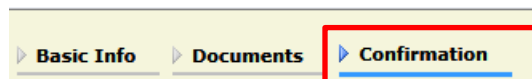
2. Click **Create** next to **AUTH24** on the **Appointment Info** page.



3. Complete the **Processing Transcript to Be Used, Proceeding to be Transcribed, and Special Transcript Handling** fields.

4. Click **Save**.

5. Click the **Confirmation** tab.



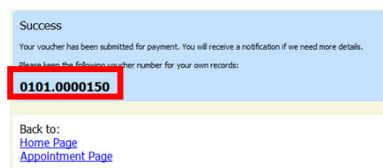
6. Review the information on the form.

7. Add any brief notes.

8. Check the affirmation box.

9. Click **Submit**.

10. A confirmation screen displays indicating successful submission. Make a notation of the voucher number. Upon approval, you will need this number to create the CJA-24 voucher.



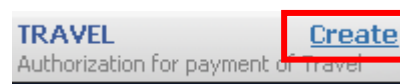
TRAVEL (Travel Authorization)

- You must obtain permission for commercial travel and/or non-local travel through eVoucher.
- **There is no Autosave feature. Be sure to periodically save your work.**

1. Select the case from the **Appointments' List** on the Home page.



2. Click **Create** next to **TRAVEL** on the **Appointment Info** page.



3. Click the **Authorization Request** tab.



4. Fill in all required information. Contact National Travel Agency for an estimate for transportation. Consult the per diem rates posted on GSA.gov for hotel, meals, and incidentals. Provide a justification for the request. Click **Add**.

A screenshot of the "Request for Travel*" form. The form is divided into several sections: "Name and Title of Person Traveling", "Address of Person Traveling", "Purpose of Travel", "Travel From Location", "Travel To Location", "Estimated Dates of Travel", "Travel Requested", "Estimated Cost", "Justification for Request", and "Total Estimated Cost". A red bracket on the left side of the form indicates that the fields from "Name and Title of Person Traveling" down to "Estimated Dates of Travel" are required. The "Add" button at the bottom right is also highlighted with a red box. Instructions for requesting amounts for the travel items are provided in a box on the right side of the form.

An * indicates a required field.

5. If needed, add additional travelers by repeating step 4.

6. Once you are finished adding travelers, you may upload



documents by clicking the documents tab. Otherwise, click the Confirmation tab.

7. Add any brief notes.

8. Check the affirmation box.

9. Click **Submit**.

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

Notes are viewable by all Court users.

I swear and affirm the truth or correctness of the above statements

Date: 11/7/2014 9:37:8

Submit

10. A confirmation screen displays indicating successful submission.

Success

Your document has been submitted to the court. You will receive a notification if we need more details.

Please keep the following document number for your own records:

0208.0000088

CJA-20/CJA-30 Voucher (Attorney Vouchers)

- If the attorney compensation is over the case maximum, you must attach a CJA 26 to the documents section of the voucher.
- Interim vouchers may only be submitted if it is greater than \$5,000, or a final interim voucher.
- Authorized associates must submit separate vouchers but must submit upon your submission.
- Indicate the type of document, number of pages and rate charged per page for photocopy.
- When claiming travel time and/or expenses, indicate the addresses for the starting and finishing point as well as the start and end times.
- Mileage must be entered in whole miles.
- When entering the description of service include information researched, discovery reviewed along with page numbers, and materials drafted.
- **There is no Autosave feature. Be sure to periodically save your work.**
- **THE VOUCHER WILL ERASE ALL DATA IF MORE THAN 175 LINES WERE ENTERED. MULTIPLE VOUCHERS MUST BE SUBMITTED IF THERE ARE MORE THAN 175 LINES.**

1. Select the case from the **Appointments List** on the home page.



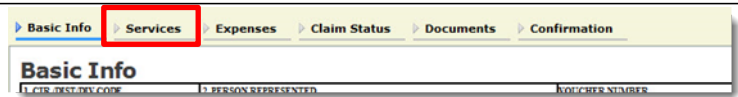
2. Review the Appointment Info to make sure you selected the correct case.

Appointment Info			
1. CR. DISTRICT CODE SDSD	2. PERSON REPRESENTED Samuel, Guy	3. VOUCHER NUMBER	
3. MAG. DISTRICT NUMBER	4. DIST. DISTRICT NUMBER 1:13-CR-00785-1-TEN	5. APPEALS DISTRICT NUMBER	6. OTHER DISTRICT NUMBER
7. IN CASE/MATTER OF (Case Name) US v. Samuel et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion if alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Attorney One 500 Pearl Street New York NY 10007 Phone: (212)803-0640		13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> F. Subj for Federal Defender <input type="checkbox"/> G. Appointing Counsel <input type="checkbox"/> H. Subj for Bond Attorney <input type="checkbox"/> R. Subj for Retained Attorney <input type="checkbox"/> Y. Stand-By Counsel Voucher Attorney's Name Appointed Date Signature of Issuing Judge: By Order of the Court Number Ten Date of Issue 10/23/2013 New Iss. Date Date Request <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

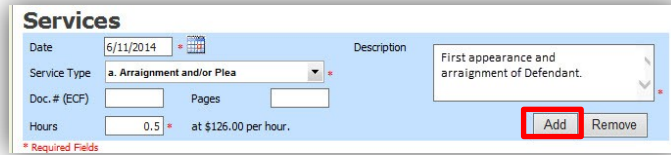
3. Click **Create** next to **CJA-20** on the **Appointment Info** page.



4. Click the **Services** tab to enter services.



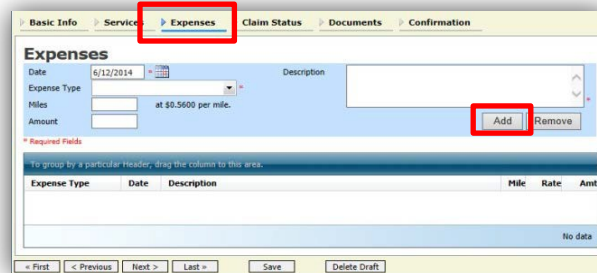
5. Enter information in all required fields. Select the service type from the drop down menu.



6. Click **Add** and then click **Save**.

An * indicates a required field.

7. Click the **Expenses** tab and enter the required fields.



8. Click **Add** and then click **Save**.

You may see an error message indicating that the service and/or expenses are out of the voucher start and end dates. This message will disappear once you change the dates in the claim status.

CJA-20/CJA-30 Check claim status

- Final payment may be requested after all services have been completed.
- Interim payment allows for payments in segments. A court order is required when requesting an interim payment.
- Supplemental payment may be requested due to a missed or forgotten receipt after final payment number has been submitted.
- The CJA clerk will reject the voucher if this section is not completed.

1. Click the **Claim Status** tab.



CJA 20

2. Enter the **start** and **end** dates.

3. Select the claim type.

4. Answer the questions regarding previous payments in this case.

5. Click **Save**.

A screenshot of the 'Claim Status' form. At the top, there are fields for 'Start Date' (06/11/2014) and 'End Date' (6/12/2014). Below this is a section for 'Payment Claims' with three radio button options: 'Final Payment', 'Interim Payment' (selected), and 'Supplemental Payment'. The 'Interim Payment' option has a text input field containing the number '2' and the label '(payment #)'. Below the radio buttons are two questions with 'Yes' and 'No' radio button options. The first question is '1. Have you previously applied to the court for compensation and/or reimbursement for this? If Yes, were you paid?'. The second question is '2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?'. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red rectangular box.

OR

CJA 30

2. Enter the **start** and **end** dates.

3. Select the claim type.

4. Select the Stage of Proceeding.

5. Answer the questions regarding previous payments in this case.

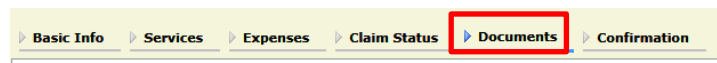
A screenshot of the 'Claim Status' form. At the top, there are fields for 'Start Date' (6/19/2015) and 'End Date' (6/19/2015). Below this is a section for 'Payment Claims' with three radio button options: 'Final Payment', 'Interim Payment', and 'Supplemental Payment'. The 'Interim Payment' option has a text input field. To the right of the radio buttons is a 'Stage of Proceeding' dropdown menu with 'Capital Prosecution' selected. Below the radio buttons are two questions with 'Yes' and 'No' radio button options. The first question is '1. Have you previously applied to the court for compensation and/or reimbursement for this? If Yes, were you paid?'. The second question is '2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?'. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. A red asterisk reminder reads: '** Reminder: Please select the appropriate claim status.'.

CJA-20/CJA-30 Attach documents to a claim

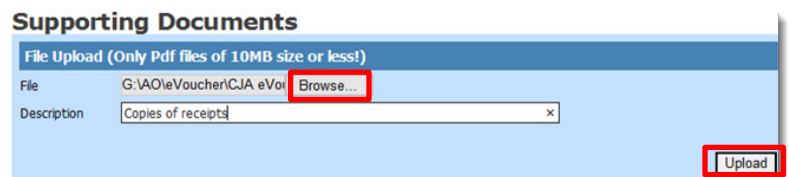
Attorneys and court staff may attach documents that support the claim.

- a. CJA 26 form to CJA 20 when the claim is in excess of the statutory maximum
- b. Court orders, including orders for interim payments and use of associates
- c. Travel receipts. Meal receipt must itemize the meal; credit card receipt is insufficient
- d. Receipts for other single item expenses greater than \$50.00
- e. Statement indicating why the voucher was not submitted within 45 days
- f. Time Spent in Common form when billing for time and expenses in common with another defendant

1. Click the **Documents** tab.



2. Click **Browse** and select the document to be attached.



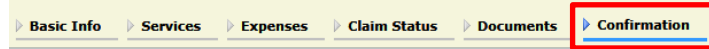
3. Add the title of the document in the description field.

4. Click **Upload** and then click **Save**.

CJA-20/CJA-30 Sign and submit voucher to court

The notes field may be used to provide brief statements to the CJA clerk. However, any information of substance needs to be in a memo and attached to the voucher.

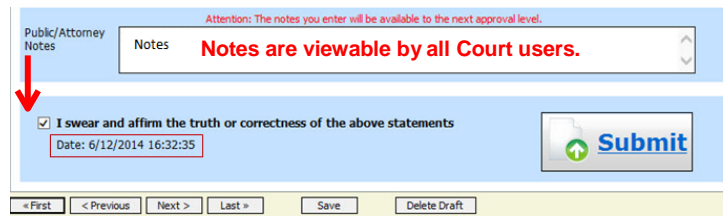
1. Click the **Confirmation** tab.



2. Review the evoucher.

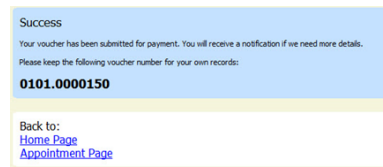
3. Add any brief notes.

4. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of a web form for voucher confirmation. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a "Notes" field with the text "Notes are viewable by all Court users." A red arrow points to a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

5. Click **Submit**.

6. A confirmation screen displays indicating successful submission.



CJA-21/CJA-31 Create voucher for expert and other services

- There is no Autosave feature. Be sure to periodically save your work.

Select the case from the **Appointments'** list on the Home page.

1. Click **Create** next to **CJA-21/31** on the **Appointment Info** page.



3. Select authorization type.

Select **No Authorization Required** if

- the combined non-authorized services do not exceed \$800, or
- prior authorization obtained outside of eVoucher,

Select **Use Previous authorization** if authorization has been obtained through eVoucher.

Authorization Selection

You can select a **Previous Authorization Request**, request a **New**, or request a **New** if under the statutory limit.

The dialog box contains two buttons:

- No Authorization Required**: If your voucher compensation is under the statutory limit and does not require prior authorization.
- Use Previous Authorization**: Select this option to display a list of previous authorizations and requests in this appointment.

4. Select the authorization (Only applies when selecting **Use Previous Authorization**).

5. Select the **Service Type** (Only applies when selecting **No Authorization Required**).

6. Enter the description.

7. Select the **Expert**.

8. Select **Expert** next to **Voucher Assignment**.

9. Click **Create Voucher**.

The screenshot shows the 'Authorization Selection' page with the following sections:

- Existing Requests for Authorization**: A table with two rows of data. A red bracket highlights the 'Requested Provider' column.
- New Voucher Information**: A form with fields for Service Type, Description, Voucher Assignment, Service Provider, and Expert. A red box highlights the 'Voucher Assignment' dropdown menu, and a red arrow points to the 'Expert Investigator' option.

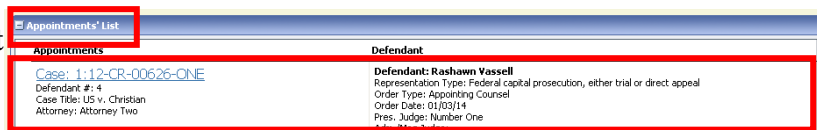
These options display only if **Use Previous Authorization** is selected.

If the name of the service provider does not display in the drop down list, direct the service provider to the Court's website to complete and email an Expert Acknowledgment Form and W-9 to the CJA clerk. The provider will receive an email once access is granted by the CJA clerk.

CJA-24 Voucher for payment of transcript

- After you are notified of the approval of an Auth-24, you must create and submit a CJA 24 to the court reporter.
- There is no Autosave feature. Be sure to periodically save your work.

1. Select the case from the **Appointments' List** on the Home page.



2. Click **Create** next to **CJA-24** on the **Appointment Info** page.



3. Select the approved authorization request pertaining to this voucher.

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 205 Order Date: 06/01/2014 Proceeding Transcribed: presentment 6/1/2014	Service Type: Court Reporter / Transcript Special Handling: EXPEDITED
ID Number: 206 Order Date: 06/01/2014 Proceeding Transcribed: pre-trial conference 1/5/15	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
ID Number: 207 Order Date: 06/01/2014 Proceeding Transcribed: Trial January 6-8, 2015	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
<input checked="" type="checkbox"/> Prosecution Opening <input checked="" type="checkbox"/> Prosecution Argument <input checked="" type="checkbox"/> Prosecution Rebuttal <input checked="" type="checkbox"/> Defense Opening Statement <input checked="" type="checkbox"/> Defense Argument <input checked="" type="checkbox"/> Jury Instructions <input checked="" type="checkbox"/> Voir Dire	
ID Number: 228 Order Date: 06/01/2014 Proceeding Transcribed: Trial January 6-8, 2015	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
<input checked="" type="checkbox"/> Prosecution Opening <input checked="" type="checkbox"/> Prosecution Argument <input checked="" type="checkbox"/> Prosecution Rebuttal <input checked="" type="checkbox"/> Defense Opening Statement <input checked="" type="checkbox"/> Defense Argument <input checked="" type="checkbox"/> Jury Instructions <input checked="" type="checkbox"/> Voir Dire	

4. Select the status of the Court Reporter/Transcriber.

5. From the Expert drop down list, select the name of the court reporter/transcriber.

6. Select **Expert** next to **Voucher Assignment**.

7. Click **Create Voucher**.

New Voucher Information

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
 Official Contract Transcriber Other

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert

Expert Info
Details

CourtReporter One
500 Pearl Street
New York NY 10007 US
Phone: 212805-0640

Create Voucher

If the name of the service provider does not display in the drop down list, direct the service provider to the Court's website to complete and email an Expert Acknowledgment Form and W-9 to the CJA clerk. The provider will receive an email once access is granted by the CJA clerk.

8. Once you click Create Voucher, the voucher will open in Read Only format. Only the expert you selected will be able to enter services or delete the voucher. Click **Home**.

Home Operations Reports CMECF Links Help logout

CJA-24
Voucher Entry
[Read Only]
Def.: Samuel, Guy

Basic Info Services Expenses Documents Confirmation

Basic Info

CJA-21/CJA-24/CJA-31 Sign and submit voucher to court

- After the expert provider/court reporter enters his/her services and expense into the eVoucher system, the voucher is submitted to you for approval. Such vouchers will appear with the status indicating **Submitted to Attorney**. Upon your approval, the voucher is submitted to the court.
- **There is no Autosave feature. Be sure to periodically save your work.**

1. Click the voucher number hyperlink to review and approve/reject the voucher.

Case	Defendant	Type	Status
112-CP-00626-TWO- Start: 04/01/2014 End: 04/01/2014	John Doe (# 1) Claimed Amount: 65.00	CJA-21 Paralegal Three Paralegal Services	Submitted to Attorney 0208.0000072 ESSENTIAL DOCUMENT

2. Review the voucher by clicking the tabs beginning with Basic Info and ending with the Confirmation.



3. Add any brief notes.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

Notes are viewable by all Court Users

I certify that I have reviewed the above information
Date: 6/19/2015 13:24:39

Approve **Reject**

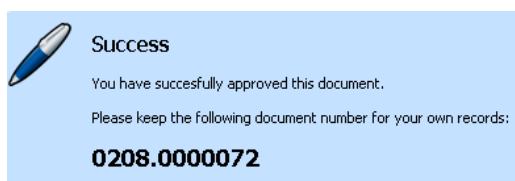
4. Scroll to the bottom of the screen and check the affirmation box.

5. Click Approve/Reject.

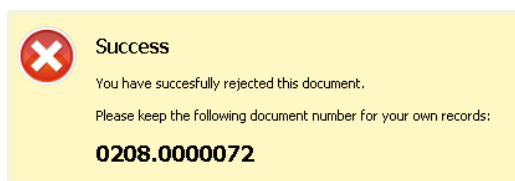
The notes field may be used to provide brief statements to the CJA clerk. Any information of substance requires a memo attached to the voucher.

6. A confirmation screen indicates the status of the transmission:

Successful Approval will indicate



Successful Rejection will indicate



Rejected Vouchers

If you receive an email that a voucher was rejected, you must perform an action in the eVoucher system. The rejected voucher will also be highlighted in **gold** in the My Active Documents section of your Home page. Since the attorney submits the expert voucher, the CJA clerks cannot reject the voucher directly to the expert. It is up to the attorney to reject the voucher to the expert.

1. Click the rejected voucher.

Case	Defendant	Type	Status
112-CR-00626-TWC Start: 03/01/2014 End: 05/02/2014	John Doe (# 1) Claimed Amount: 12,000.00	CJA-21 Paralegal Three Paralegal Services	Voucher Entry Edit FINAL PAYMENT
112-CR-00626-TWC Start: 04/01/2014 End: 04/01/2014	John Doe (# 1) Claimed Amount: 65.00	CJA-21 Paralegal Three Paralegal Services	Voucher Entry 0208.0000072 SUPPLEMENTAL PAYMENT

2. Click the **Confirmation** tab to read any notes sent by the CJA clerk. You must reject the voucher to the expert provider/court reporter if you cannot resolve the issue.

Basic Info Services Expenses Claim Status Documents **Confirmation**

Basic Info

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes: 6/17/15]rejected by CJA. Expert is required to provide a detailed description of services. TAM

3. To reject the voucher to the expert provider/court reporter, check the affirmation box and click **Reject**.

I certify that I have reviewed the above information
Date: 6/18/2015 11:49:26

Approve

Reject

CJA-20 / CJA-30 Modify Services or Expenses

- There is no Autosave feature. Be sure to periodically save your work.

1. Click the tab of the area requiring attention.
2. Click the entry to be modified.
3. Modify the entry as needed.
4. Click **Save**.

Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
e. Sentencing Hearings	11/17/2014	Sentencing of Def	0.4	\$126.00	\$50.40			
a. Arraignment and/or Plea	11/12/2014	Plea	0.3	\$126.00	\$37.80			
a. Interviews and Conferences	11/10/2014	Interview with Def at Jail	1.5	\$126.00	\$189.00			
d. Travel Time	11/10/2014	Office to/from Jail	1.6	\$126.00	\$201.60			
b. Obtaining and Reviewing Records	11/09/2014	Review Plea Agreement	1.0	\$126.00	\$126.00			

In this example, travel time under the Services tab is being modified.

If the claim status dates HAVE changed

1. Click the **Claim Status** tab.

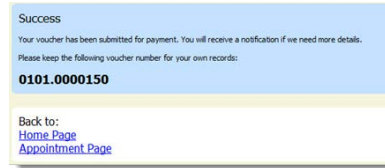
2. Enter the **start** and **end** dates.
3. Select the claim type.
4. Answer the questions regarding previous payments in this case.
5. Click **Save**.

6. Click the Confirmation tab.

7. Review the voucher.
8. Add any brief notes.
9. Scroll to the bottom of the screen and check the affirmation box.

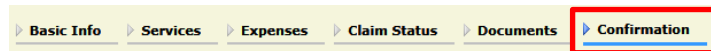
10. Click **Submit**.

11. A confirmation screen displays indicating successful submission.



If the claim status dates have NOT changed

2. Click the **Confirmation** tab.



3. Review the voucher.

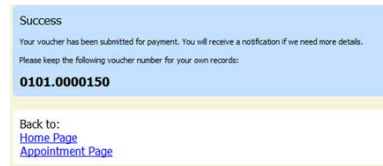
4. Add any brief notes.

5. Scroll to the bottom of the screen and check the affirmation box.



6. Click **Submit**.

7. A confirmation screen displays indicating successful submission.



Voucher Status

Vouchers pending approval by the court

Vouchers pending approval display in the **My Submitted Documents** section of your **Home** page.

Case	Defendant	Type	Status
1:14-CR-70001-... Start: 11/05/2014 End: 11/05/2014	Sample Defendant 1 (#... Claimed Amount: 54.75	CJA-24 Court Reporter	Submitted to Court 0752.0003805
1:14-CR-70001-... Start: 10/24/2014 End: 10/24/2014	Sample Defendant 1 (#... Claimed Amount: 2,000...	CJA-21 Expert Investigator Investigator	Submitted to Court 0752.0003810 FINAL PAYMENT
1:14-CR-70022-... Start: 10/01/2014 End: 10/28/2014	Sample Defendant 2 (#... Claimed Amount: 2,037...	CJA-21 Expert Investigator Investigator	Submitted to Court 0752.0003826 FINAL PAYMENT
1:14-CR-70022-... Start: 10/28/2014 End: 01/01/1900	Sample Defendant 2 (#... Claimed Amount: 0.00	AUTH-24	Submitted to Court 0752.0003819

Approved

Vouchers approved by the court appear in the **Closed Documents** section of your **Home** page.

Case	Defendant	Type	Status
1:14-CR-70001-... Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000...	AUTH Investigator	Voucher Closed 0752.0003795
1:14-CR-70001-... Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0752.0003804

Rejected vouchers

Vouchers rejected by the court display in the **My Documents** section and are highlighted in gold.

Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

- The system generates an email to the attorney, indicating that the voucher must be reviewed, corrected, and resubmitted.
- Instructions for correcting the error will be in the Notes section of the voucher.