

**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

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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.

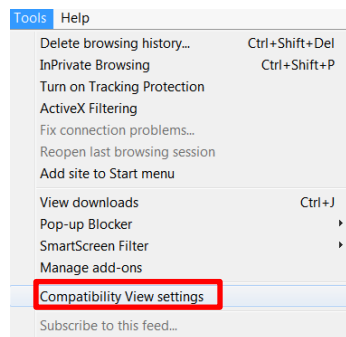
## Browser Compatibility

- 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.

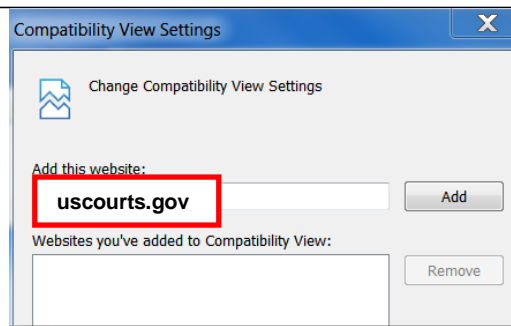
1. Click the **Tools** menu, and then select **Compatibility View settings**.



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

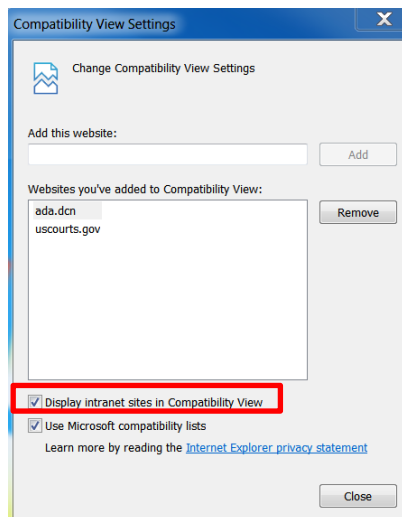
3. Click **Add**.



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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

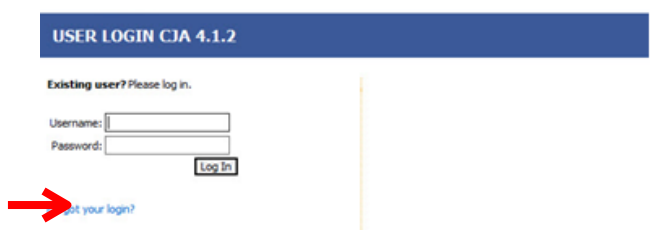
The CJA eVoucher site for the Southern District of New can be accessed using the link below. It is suggested that you bookmark it for easier access.

[https://evadweb.ev.uscourts.gov/CJA\\_nys\\_prod/CJAeVoucher/](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?**

The screenshot shows a login interface titled "USER LOGIN CJA 4.1.2". Below the title, it says "Existing user? Please log in." There are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Log In" button. Below the "Password:" field, there is a link that says "Forgot your login?". A red arrow points to this link.

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.

The screenshot shows a "Recover Logon" form. It has two input fields: "Username:" and "Email:". To the right of the "Username:" field is a small box with "and/or". Below the "Email:" field is a "Recover Logon" button.

### 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:

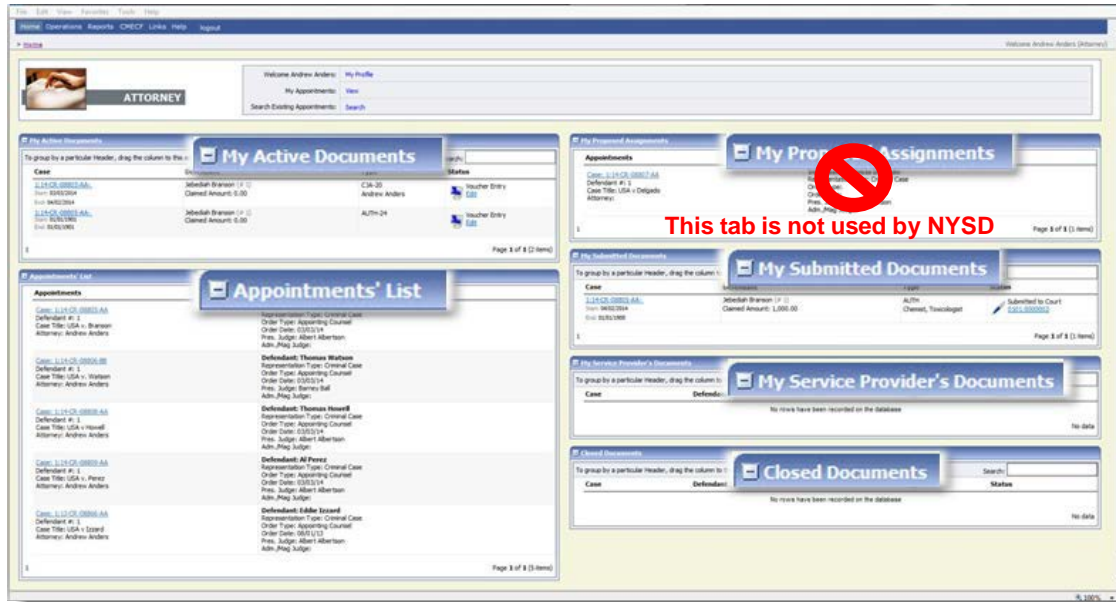
- One lower-case character
- One upper-case character
- One number
- One special character

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.



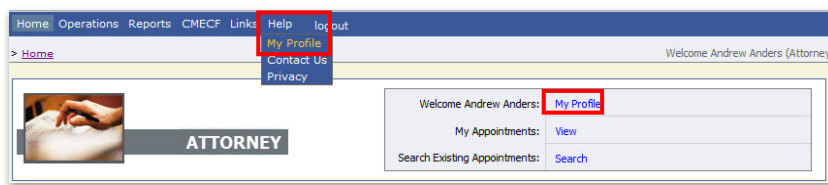
Folder	Contents
<b>My Active Documents</b>	<ul style="list-style-type: none"> <li>• Authorizations/eVouchers you are currently working on</li> <li>• Authorizations/eVouchers submitted to you by an expert service provider</li> <li>• Authorizations/eVouchers rejected by the court</li> </ul> <p>These documents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

# 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:  
CJAAAttorney@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 <b>Authorization for expert and other services</b>	Click Create <b>AUTH</b> under Create New Voucher
Create an <b>Authorization to obtain a transcript</b>	Click Create <b>AUTH-24</b> under Create New Voucher
Create a <b>Travel Authorization to obtain permission to travel</b>	Click Create <b>Travel</b> under Create New Voucher
Create an eVoucher <b>to pay court-appointed counsel</b>	Click Create <b>CJA-20/30</b> under Create New Voucher
Create an eVoucher <b>for expert and other services</b>	Click Create <b>CJA-21/31</b> under Create New Voucher
Create an eVoucher <b>for payment of transcript</b>	Click Create <b>CJA-24</b> 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.

<b>Create New Authorization</b> Use this button to create a new authorization.
<b>Request Additional Funds</b> 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.

<b>Create New Authorization</b> Use this button to create a new authorization.	<b>Please Select the Authorization to request additional funds for:</b>						
<b>Request Additional Funds</b> Use this button to select an approved authorization that you would like to request additional funds for.	<table border="1"><tr><td><b>ID Number: 58142</b> Order Date: 02/17/2017 Authorized Amount: \$450.00 Grand Total Amount: \$0.00</td><td>Service Type: Other (Specify) Estimated Amount: \$9,000.00 Notes: Dr.</td></tr><tr><td><b>ID Number: 400991</b> Order Date: 02/17/2017 Authorized Amount: \$1,158.50 Grand Total Amount: \$0.00</td><td>Service Type: Paralegal Services Estimated Amount: \$1,158.50 Notes: [REDACTED]</td></tr><tr><td><b>ID Number: 458435</b> Order Date: 02/17/2017 Authorized Amount: \$2,631.08 Grand Total Amount: \$0.00</td><td>Service Type: Investigator Estimated Amount: \$2,631.08 Notes:</td></tr></table>	<b>ID Number: 58142</b> 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.	<b>ID Number: 400991</b> 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: [REDACTED]	<b>ID Number: 458435</b> Order Date: 02/17/2017 Authorized Amount: \$2,631.08 Grand Total Amount: \$0.00	Service Type: Investigator Estimated Amount: \$2,631.08 Notes:
<b>ID Number: 58142</b> 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.						
<b>ID Number: 400991</b> 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: [REDACTED]						
<b>ID Number: 458435</b> Order Date: 02/17/2017 Authorized Amount: \$2,631.08 Grand Total Amount: \$0.00	Service Type: Investigator Estimated Amount: \$2,631.08 Notes:						

## Request for Additional Funds on existing Authorization

Order Date	<input type="text"/>
Num: Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/>
Authorized Amount	\$ <input type="text"/> <input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	Paralegal Services
Notes	<input type="text"/>
<b>Create Authorization</b>	

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 displays two side-by-side screenshots of a web-based form interface for legal services authorization.

**Left Screenshot: Master Authorization Information**

- Order Date:** A date selection field.
- Nunc Pro Tunc Date:** A date selection field.
- Repayment:** A checkbox.
- Estimated Amount:** A text input field with a dollar sign and an asterisk.
- Authorized Amount:** A text input field with a dollar sign and a "Deactivated" checkbox.
- Basis of Estimate:** A text input field.
- Description:** A text area with up/down arrow controls.
- Service Type:** A dropdown menu with a plus sign.
- Notes:** A text input field.
- Navigation:** Buttons for "First", "Previous", "Next", "Last", and "Save".

**Right Screenshot: Request for Additional Funds on existing Authorization 400991**

- Order Date:** A date selection field.
- Nunc Pro Tunc Date:** A date selection field.
- Repayment:** A checkbox.
- Estimated Amount:** A text input field with a dollar sign and an asterisk.
- Authorized Amount:** A text input field with a dollar sign and a "Deactivated" checkbox.
- Total Authorized:** A text input field showing the value "\$ 1158.50".
- Basis of Estimate:** A text input field.
- Description:** A text area with up/down arrow controls.
- Service Type:** A dropdown menu showing "Paralegal Services" with a plus sign.
- Notes:** A text input field.

## AUTH (continued)

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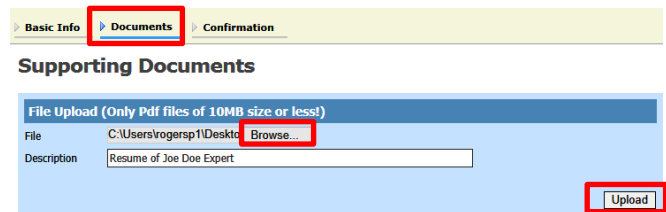
10. Click the Documents tab.

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**.

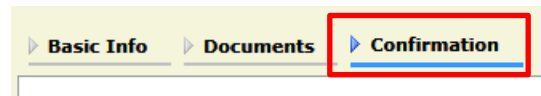


Other examples of documents that may be attached

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

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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.

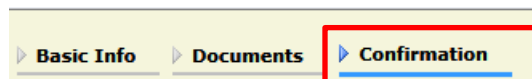
2. Click **Create** next to **AUTH24** on the **Appointment Info** page.



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.



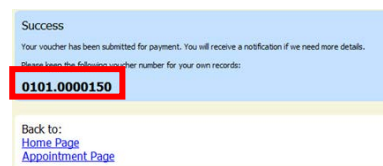
6. Review the information on the form.

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)

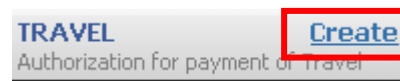
- You must obtain permission for commercial travel and/or non-local travel through eVoucher.
- **There is no Autosave feature. Be sure to periodically save your work.**

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



The screenshot shows a window titled "Appointments' List". Under the "Appointments" section, a case is highlighted with a red box: "Case: 1:13-CR-00785-TEN". Below this, it lists "Defendant #: 1", "Case Title: US v. Samuel et al", and "Attorney: Attorney One".

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



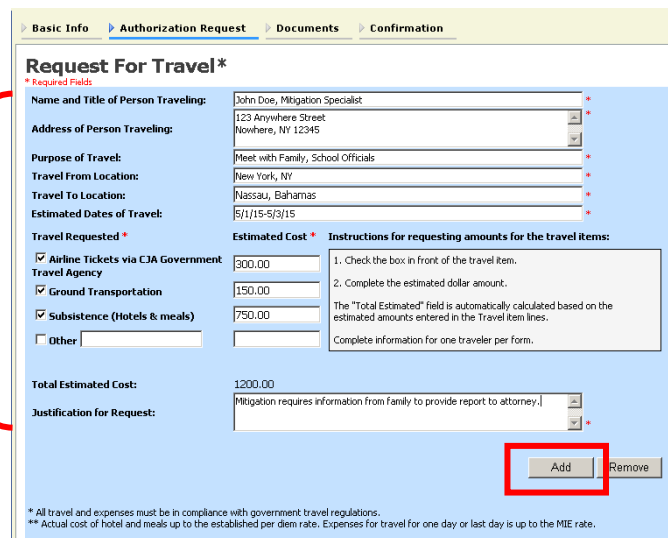
The screenshot shows a button labeled "TRAVEL" with the subtitle "Authorization for payment of travel". To the right of the button is a red box containing the word "Create".

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



The screenshot shows a navigation bar with four tabs: "Basic Info", "Authorization Request", "Documents", and "Confirmation". The "Authorization Request" tab is highlighted with a red box.

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**.

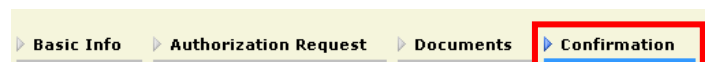


The screenshot shows the "Request For Travel\*" form. It has a red bracket on the left side indicating required fields. The form includes sections for "Name and Title of Person Traveling", "Address of Person Traveling", "Purpose of Travel", "Travel From Location", "Travel To Location", "Estimated Dates of Travel", "Travel Requested", "Estimated Cost", "Instructions for requesting amounts for the travel items", "Total Estimated Cost", and "Justification for Request". The "Add" button is highlighted with a red box.

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



The screenshot shows the same navigation bar as before, but now the "Confirmation" tab is highlighted with a red box.

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

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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.
- The CJA Clerk must add any authorized associates to a representation in order for the CJA Attorney to add the associate to the CJA Attorney's voucher.
- Only the CJA Attorney can create a voucher. Associates CANNOT create a voucher.
- Only the CJA Attorney can review the full amount of the voucher. An associate can only view his or her time, he or she cannot view the CJA attorney's time or any other associate time.
- 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.**
- **IMPORTANT NOTE FOR VOUCHERS WITH ASSOCIATES: THE SYSTEM WILL ALLOW THE CJA ATTORNEY AND ASSOCIATES TO OPEN THE SAME VOUCHER AT THE SAME TIME BUT ONLY THE LAST PERSON TO HIT SAVE WILL BE ABLE TO SAVE HIS OR HER ENTRIES. IT WILL OVERWRITE ANY WORK PUT IN BY ANOTHER ATTORNEY. BE VERY CAREFUL!!!**

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

The screenshot shows a web application window titled "Appointments List". At the top left, there is a "Select Case" button. The main content area is divided into two columns: "Appointments" and "Defendant". In the "Appointments" column, there is a list of cases. The first item is "Case: 5:18-CR-01100-DRJ", which is highlighted with a blue background and a red arrow pointing to it. Below this, there are details for the selected case: "Defendant #: 1", "Case Title: USA vs Smith", and "Attorney: Perry Mason". In the "Defendant" column, there are details for the defendant: "Defendant: John Smith", "Representation Type: Criminal Case", "Order Type: Appointing Counsel", "Order Date: 06/01/18", "Pres. Judge: Desiree Judge", and "Adm./Mag Judge:". At the bottom left, there is a page number "1". At the bottom right, there is a page indicator "Page 1 of 1 (1 items)".



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

Appointment Info			
1. CLK DIST DIV CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG DKT DEF NUMBER 5-18-CR-01100-1-DRJ	4. DIST DKT DEF NUMBER 5-18-CR-01100-1-DRJ	5. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA vs Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 33-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		13. COUNSEL ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Desiree Judge Date of Order 6/1/2018 Non Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

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

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

AUTH-24

Authorization for payment of transcript

Create

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

Create

CJA-21

Authorization and Voucher for Expert

Create

4. The Basic Info tab will appear upon creation of the voucher. If there are no associates working on this matter, the Payment Info Section will appear as shown and you can proceed to Step # 5.

Basic Info			
1. CLK DIST DIV CODE 05AC	2. PERSON REPRESENTED John Smith	3. APPEALS DKT DEF NUMBER	4. OTHER DKT DEF NUMBER
5. MAG DKT DEF NUMBER 5-18-CR-00010-1-DRJ	6. DIST DKT DEF NUMBER 5-18-CR-00010-1-DRJ	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE/MATTER OF (Case Name) USA vs Smith			
10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)			
11. OFFENSE(S) CHARGED 33-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 654987 Perry Mason Law Firm 123 Main Street Orlando FL 32801 Phone: 407-555-1234		13. COUNSEL ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order 6/14/2016 Non Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Payment Info

Preferred Payee

Perry Mason - Perry Mason Law Firm

Billing Code: 1134-000564

Perry Mason Law Firm

123 Main Street

Orlando, FL 32801 - US

Phone: 407-555-1234

Fax:

If you are utilizing **associate(s)**, they will only be **listed in the Associate Info** section if **A)** they registered with eVoucher **and B)** submitted an Associate Representation Form to the CJA Clerk to add him or her to the case. If they are listed under the Associate Info section, you must select one of three options from the dropdown menu next to his or her name. (**Be careful**, if the associate entered time and then you change the Option to Not on Voucher, any work entered by the associate may be lost. The system will allow the CJA attorney and associates to work in the voucher at the same time but the person to hit save last will result in only that person's work being saved.)

Option	Description
<b>Not on Voucher (Default)</b>	This voucher does not include any claims for services and/or expenses for the associate attorney.
<b>On Voucher, No Edit</b>	This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate will have read-only access to view only their own entries on this voucher. Only the appointed attorney will be able to add, remove, edit, and save entries on behalf of the associate.
<b>On Voucher, Can Edit</b>	This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, both the appointed attorney and the associate will have the ability to add, remove, edit and save only their own entries on this voucher.

- If there are no associates working on the case **OR** you selected either, **On Voucher, No Edit** or **On Voucher, Can Edit**, click on the **Services** tab to enter service claims.

- Attorneys without Associates:** Complete the required fields of **Date**, **Service Type**, **Description**, and **Hours** (in tenths of an hour), then click **Add**. Repeat as needed.

**Attorneys with Associates:** The Services tab will include the same fields as listed under **Attorneys without Associates** and will also include an **additional Attorney drop-down** field. If no selection is made on the attorney drop-down field, then service entries added to the voucher will be for the appointed attorney. To enter a service claim for the associate, select the associate's name in the Attorney drop-down menu OR permit the associate to do add it by selecting **On Voucher, Can Edit**.

Itemized services will appear in the grid below the Services.

**Attorney without Associates**

**Attorneys with Associates**

Note: Claims may be entered in any order. To edit an entry after having added it, select it from the grid, make changes, and click **Add**. To delete an entry, select it from the grid and click **Remove**.

7. Click the **Expenses** tab to enter claims for expenses. **Attorneys without Associates:** Complete the required fields **Date**, **Expense Type**, **Description**, and depending on the Expense Type, either **Miles** or **Amount**, then Click **Add**.

**Expenses**

Date: 6/14/2016  
Expense Type: Other Expenses  
Miles: 7.00 at \$0.5400 per mile.  
Description: Parking at Jail  
Amount: 7.00  
Add Remove

**Required Fields**

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	06/14/2016	Travel to/from jail to meet client.	50	0.5400	27.00

**Attorneys without Associates**

**Attorneys with Associates:** The Expense tab will include the same fields as listed under **Attorneys without Associates** and will also include an **additional Attorney drop-down** field. If no selection is made on the attorney drop-down field, then expense entries added to the voucher will be for the appointed attorney. To enter an expense claim for the associate, select the associate's name in the Attorney drop-down menu OR permit the associate to do add it by selecting **On Voucher, Can Edit**.

**Expenses**

Attorney: Della Street  
Date: 09/04/2018  
Expense Type: Photocopies  
Miles: 0 at \$0.35 per mile.  
Description: Copies of court documents  
Amount: 0  
Add Remove

**Required Fields**

To group by a particular Header, drag the column to this area.

Attorney	Expense Type	Date	Description	Mile	Rate	Amt
Della Street	Photocopies	09/04/2018	Copies of court documents	0	\$0.000	\$5.00

**Attorneys with Associates**

Basic Info Services Expenses Claim Status Documents Confirmation

### Expenses

Date: 6/14/2016 Expense Type: Other Expenses Miles: at \$0.5400 per mile. Amount: 7.00 Description: Parking at Jail

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	06/14/2016	Travel to/from jail to meet client.	\$0	0.5400	27.00

Attorneys without Associates

Itemized expenses will appear in the grid below the Expenses.

Basic Info Services Expenses Claim Status Documents Confirmation

### Expenses

Attorney: Della Street Date: 09/04/2018 Expense Type: Photocopies Miles: at \$0.55 per mile. Amount: Description: Copies of court documents

\* Required Fields

To group by a particular Header, drag the column to this area.

Attorney	Expense Type	Date	Description	Mile	Rate	Amt
Della Street	Photocopies	09/04/2018	Copies of court documents	0	\$0.0000	\$5.00

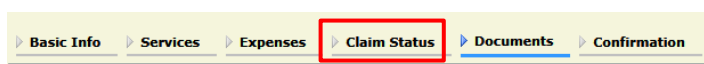
Attorneys with Associates

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.
- Start and End Date includes all time for the CJA Attorney and Associates. Be sure to reflect the associate's time within the Start and End Dates. (Associates do not have access to modify any information on the Claim Status tab.)
- 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.



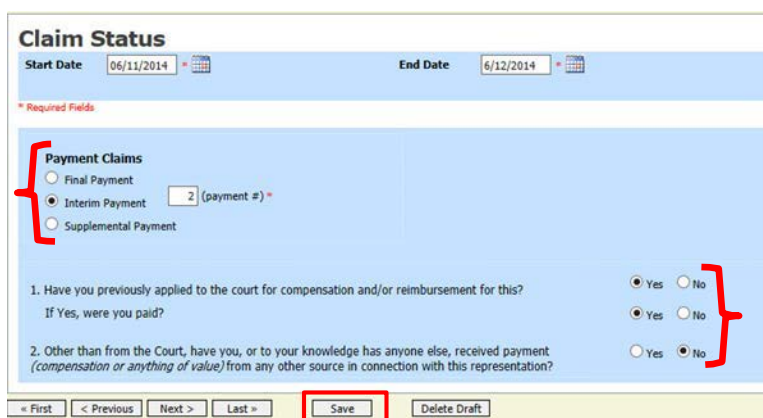
CJA 20

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**.



OR

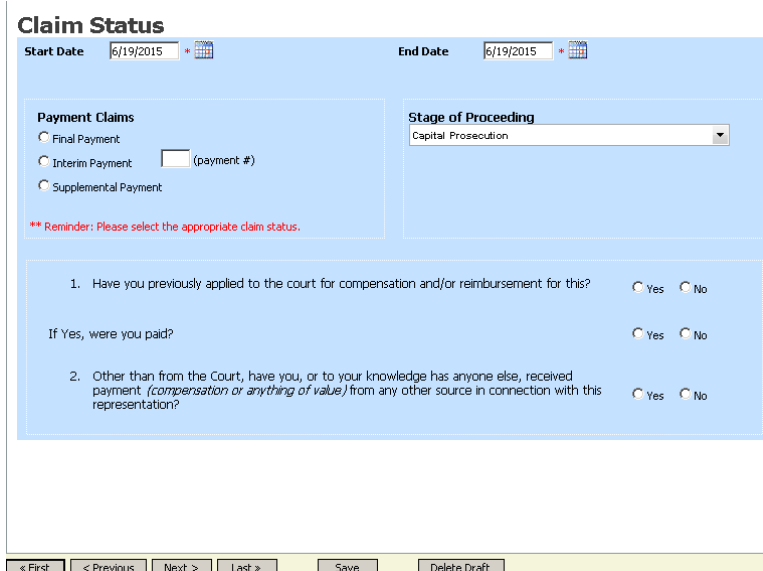
CJA 30

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.



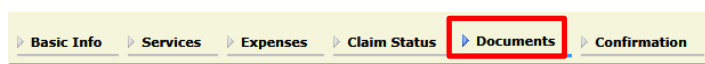
## CJA-20/CJA-30 Attach documents to a claim

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
- g. Any supporting documentation for associates. Associates do not have the ability to attach documents. The associate must provide the documentation to the CJA Attorney to attach to the **Documents** section.

---

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**.

---

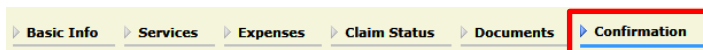
A screenshot of the 'Supporting Documents' section. At the top, it says 'Supporting Documents' in bold. Below that is a blue header 'File Upload (Only Pdf files of 10MB size or less!)'. The form has two main fields: 'File' and 'Description'. The 'File' field contains the text 'G:\AO\evoucher\CJA eVou' and a 'Browse...' button, which is highlighted with a red box. The 'Description' field contains the text 'Copies of receipts' and has a small 'x' icon to its right. At the bottom right of the form is an 'Upload' button, also highlighted with a red box.



## 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. Only the CJA attorney can sign and submit vouchers to the Court. Associates do not have the ability to sign or submit vouchers. Once the associate enters all work, he or she must notify the attorney.

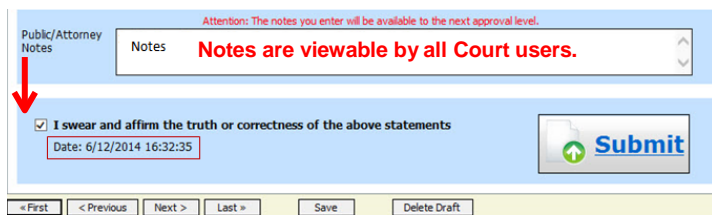
1. Click the **Confirmation** tab.



2. Review the evoucher.

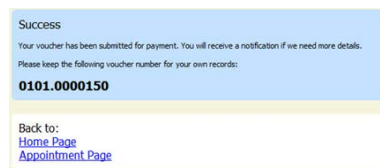
3. Add any brief notes.

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



5. Click **Submit**.

6. A confirmation screen displays indicating successful submission.





## CJA-20/CJA-30 Voucher (Associate View)

- The associate must notify the CJA clerk of a new case in order for the CJA clerk to add the associate to the CJA attorney's appointment.
- Only the CJA Attorney can create a voucher. Associates CANNOT create a voucher.
- Depending on how the attorney selected the associate on the voucher will determine if the associate can only review the voucher (READ ONLY) or enter data into the voucher.
- Only the CJA Attorney can review the full amount of the voucher. An associate can only view his or her time, he or she cannot view the CJA attorney's time or any other associate time.
- 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.**
- **IMPORTANT NOTE FOR VOUCHERS WITH ASSOCIATES: THE SYSTEM WILL ALLOW THE CJA ATTORNEY AND ASSOCIATES TO OPEN THE SAME VOUCHER AT THE SAME TIME BUT ONLY THE LAST PERSON TO HIT SAVE WILL BE ABLE TO SAVE HIS OR HER ENTRIES. IT WILL OVERWRITE ANY WORK PUT IN BY ANOTHER ATTORNEY. BE VERY CAREFUL!!!**

1. Once the associate is added to a representation by the CJA clerk, the representation will appear under the Representation List. **(If the voucher does not appear under My Active Documents, contact the attorney, NOT THE CJA CLERK.)**

**My Active Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

**Appointments' List**

Appointments	Defendant
<a href="#">Case: 1:18-CR-01216-CS</a> Defendant #: 1 Case Title: U.S. v. Doe Attorney: Associate One	<b>Defendant: John Doe</b> Representation Type: Criminal Case Order Type: Associate For CJA Attorney Order Date: Pres. Judge: Cathy Seibel Adm./Mag Judge:

1 Page 1 of 1 (1 items)

2. Once the CJA Attorney creates the voucher for the associate, it will appear under My Active Documents. Click on the Case Number or Edit/View links to open the voucher.

**My Active Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">Case: 1:18-CR-01216-CS</a> Defendant #: 1 Case Title: U.S. v. Doe Attorney: Associate One	John Doe (# 1) Claimed Amount: 0.00	CJA-20 CJA Attorney	Voucher Entry <a href="#">Edit</a>	12/18/2018

1 Page 1 of 1 (1 items)

- The voucher will open to the Basic Info tab. The following tabs will be visible to the associate: **Basic Info, Services, Expenses, and Claim Status**. If the CJA Attorney permitted the associate to edit the voucher, the voucher will appear with **CJA 20 Attorney Enters**.

**CJA-20 Attorney Enters**

Def.: John Doe [Associate can edit](#)

[Link to CM/ICF](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00   
 Expenses: \$0.00

Tasks   
 [Link To Appointment](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0208	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MISC. DKT. DEF. NUMBER	4. DKT. DEF. NUMBER 1:18-CR-01216-1-CS	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) U.S. v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 21-846-CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Associate One Associate for CJA Attorney 500 Pearl Street New York NY 10007 Phone: 212-805-0640 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pre Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pre Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS CJA Attorney TIN: XX-XXXXXXX 500 Pearl Street New York NY 10007 Phone: 212-805-0640		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order Reappointment <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> None Pre Test Date	

« First < Previous Next > Last » Save

If the CJA Attorney did not permit the associate to edit the voucher, the voucher will appear with **CJA 20 Attorney Enters (Read Only)**. The associate will only have viewing rights to review the time the CJA attorney enters on the behalf of the associate.

**CJA-20 Attorney Enters**

Def.: John Doe [Associate can edit](#)

[Link to CM/ICF](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00   
 Expenses: \$0.00

Tasks   
 [Link To Appointment](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0208	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MISC. DKT. DEF. NUMBER	4. DKT. DEF. NUMBER 1:18-CR-01216-1-CS	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) U.S. v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 21-846-CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Associate One Associate for CJA Attorney 500 Pearl Street New York NY 10007 Phone: 212-805-0640 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pre Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pre Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS CJA Attorney TIN: XX-XXXXXXX 500 Pearl Street New York NY 10007 Phone: 212-805-0640		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order Reappointment <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> None Pre Test Date	

« First < Previous Next > Last » Save

- To add or review Services, click on the **Services** tab.

**Basic Info** **Services** Expenses Claim Status

- Complete/review the required fields of **Date**, **Service Type**, **Description**, and **Hours** (in tenths of an hour), then click **Add**. Repeat as needed and be sure to save after entering one or two entries.

Itemized services will appear in the grid below the Services.

Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	12/03/2018	Attorney client conference at MCC	0.5	\$90.00	\$45.00

- To add or review Expenses, click on the **Expenses** tab.

- Complete the required fields **Date**, **Expense Type**, **Description**, and depending on the Expense Type, either **Miles** or **Amount**, then Click **Add**. Repeat as needed.

Itemized services will appear in the grid below the Expenses.

Expense Type	Date	Description	Mile	Rate	Amt
Postage	12/03/2018	Mail letter to client.	0	\$0.00	\$1.50

- The Claim Status appears as “read only” and information can only be entered by the CJA attorney.

- Once time is entered, click **Save** one last time before closing the voucher. If all services have been entered, notify the CJA attorney because only the CJA attorney can submit the voucher.

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

- **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-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** statutory limit.

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**.

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.

Appointments	Defendant
Case: 1:12-CR-00626-CNE Defendant #: 4 Case Title: US v. Christian Attorney: Attorney Two	Defendant: Rashawn Vassell Representation Type: Federal capital prosecution, either trial or direct appeal Order Type: Appointing Counsel Order Date: 01/03/14 Pres. Judge: Number One

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

Appointment Info

1. CRL/DET/INV CODE: 0208  
2. FERS: Den. Bc  
3. MAG. DET/DET NUMBER: 1:14-CJ  
4. DET.: 1:14-CJ  
7. IN CASE/MATTER OR(Case Name): US v. Bonger  
8. FAY: Felony of alleg  
11. OFFENSE(S) CHARGED: 18-1951.F INTERFERENCE WITH COMM  
12. ATTORNEY'S NAME AND MAILING ADDRESS: Attorney Thirteen, 500 Pearl Street, New York NY 10007, Phone: 212-805-0640  
14. LAW FIRM NAME AND MAILING ADDRESS

Create New Voucher

AUTH: Authorization for Expert and other Services [Create]  
AUTH-24: Authorization for payment of transcript [Create]  
CJA-20: Appointment of and Authority to Pay Court-Appointed Counsel [Create]  
CJA-21: Authorization and Voucher for Expert and other Services [Create]  
**CJA-24: Authorization and Voucher for Payment of Transcript [Create]**

Vouchers on File

To group by a particular Header, drag the c

Case	Defendant
------	-----------

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	
<b>ID Number: 205</b> Order Date: 06/01/2014 Proceeding Transcribed: presentment 6/1/2014	Service Type: Court Reporter / Transcript Special Handling: EXPEDITED
<b>ID Number: 206</b> Order Date: 06/01/2014 Proceeding Transcribed: pre-trial conference 1/5/15	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
<b>ID Number: 207</b> 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	
<b>ID Number: 228</b> 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-CR-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 SUBMITTED TO COURT

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



3. Add any brief notes.

Public/Attorney Notes

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

**Notes are viewable by all Court Users**

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

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

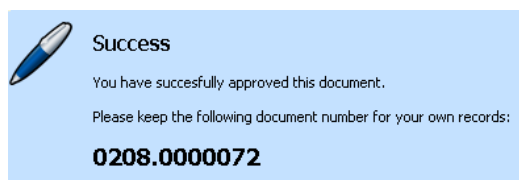
**Approve** **Reject**

5. Click Approve/Reject.

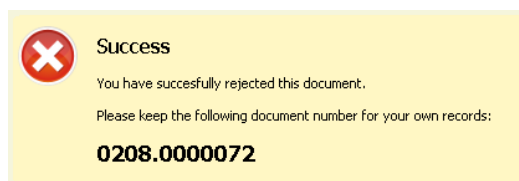
The notes field may be used to provide brief statements to the CJA clerk. Any information of substance requires a memo attached to the voucher.

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

Successful Approval will indicate



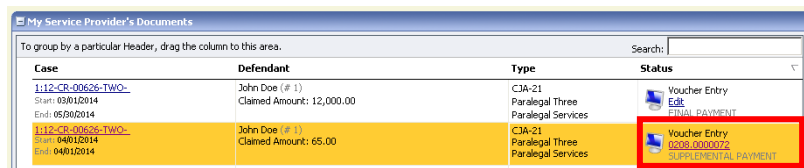
Successful Rejection will indicate



# Rejected Vouchers

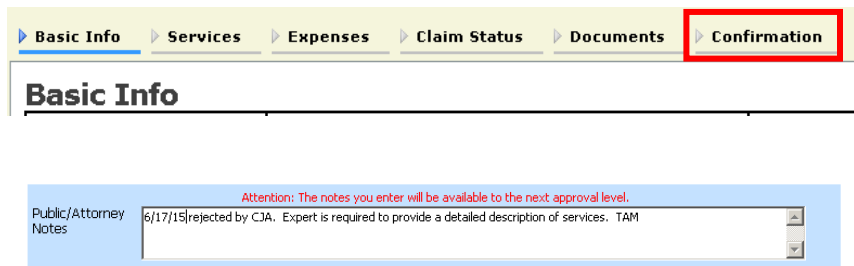
If you receive an email that a voucher was rejected, you must perform an action in the eVoucher system. The rejected voucher will also be highlighted in **gold** in the My Active Documents section of your Home page. Since the attorney submits the expert voucher, the CJA clerks cannot reject the voucher 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-TWO- Start: 03/01/2014 End: 05/06/2014	John Doe (# 1) Claimed Amount: 12,000.00	CJA-21 Paralegal Three Paralegal Services	Voucher Entry Edit FINAL PAYMENT
112-CR-00626-TWO- 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.

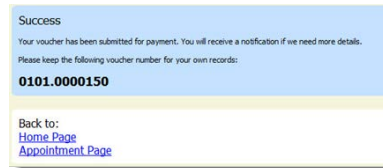
2. Enter the **start** and **end** dates.
3. Select the claim type.
4. Answer the questions regarding previous payments in this case.
5. Click **Save**.

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**.

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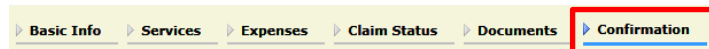
11. A confirmation screen displays indicating successful submission.



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## If the claim status dates have NOT changed

2. Click the **Confirmation** tab.



3. Review the voucher.

4. Add any brief notes.

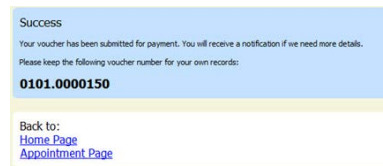
5. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of a voucher review screen. At the top, there's a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a "Notes" section with a text area containing "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". Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right is a large blue "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

6. Click **Submit**.

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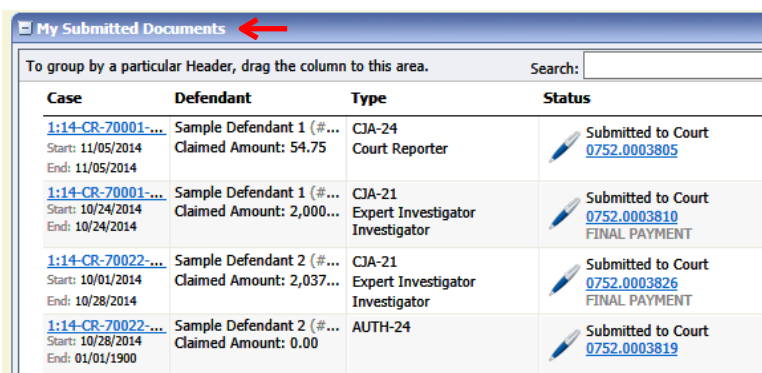
7. A confirmation screen displays indicating successful submission.



# Voucher Status

## Vouchers pending approval by the court

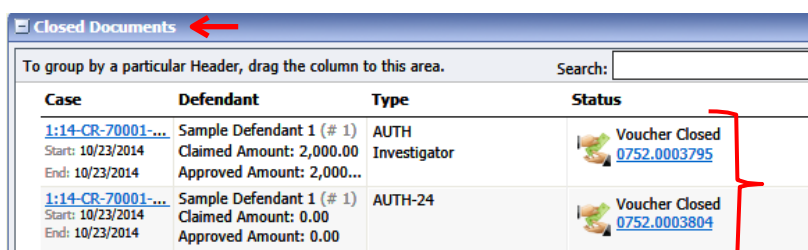
Vouchers pending approval display in the **My Submitted Documents** section of your **Home** page.



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

## Approved

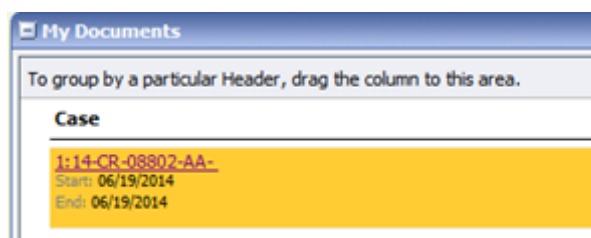
Vouchers approved by the court appear in the **Closed Documents** section of your **Home** page.



Case	Defendant	Type	Status
<a href="#">1:14-CR-70001-...</a> 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 <a href="#">0752.0003795</a>
<a href="#">1:14-CR-70001-...</a> Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0752.0003804</a>

## Rejected vouchers

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



Case
<a href="#">1:14-CR-08802-AA-</a> 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.