CJA eVoucher
Attorney User Manual
Revised 3/22/2019
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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 will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. The program includes the following modules:

Panel Management

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

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers MAY NOT BE USED with CJA.

Note:
Ensure that your cache setting is set to – Every time I visit the webpage – to avoid data loss.
Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

To: Paul Stevenson,

Date: 8/6/2015 9:52:01 AM.

This is to inform you that the Western District of Virginia has appointed you to represent Marty Schwartz in case USA v. Schwartz 7:15-CR-00017 before this court.

You may access this appointment via the CJA eVoucher program at https://circ04-evapp.ada.us/cv/jw/vw_test/CJAVoucher.

Regards,
Western District of Virginia

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

Adding Associate Attorney to Your Appointment

The associate functionality in the eVoucher applications allows an appointed attorney using the services of an associate attorney to add claims for services and expenses to their own CJA 20/30.

- To do this, the appointed attorney must contact the court to ensure the associate attorney is set up in eVoucher and to have the associate attorney added to the appointment.
- Once completed, an attorney having an associate on their appointment may add associate services and expenses to a CJA 20/30 and submit together with their own services and expenses on the same voucher. (See Entering Associate Attorney Services and Expenses, page 23)
Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher Login link on the District Court’s website home page (www.vawd.uscourts.gov).

Log in using your Username and Password and click Log In

If you forget your username or password, click the Forgot your login? hyperlink.
Enter your Username or Email address and click Recover Logon to retrieve your information.
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 Descriptions

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Active Documents</strong></td>
<td>Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.</td>
</tr>
<tr>
<td><strong>Appointments’ List</strong></td>
<td>Quick reference to all your appointments.</td>
</tr>
<tr>
<td><strong>My Proposed Assignments</strong></td>
<td>Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment. <strong>NOTE: Not in use in WDVA.</strong></td>
</tr>
<tr>
<td><strong>My Submitted Documents</strong></td>
<td>Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.</td>
</tr>
</tbody>
</table>
| **My Service Provider’s Documents** | Contains all the vouchers for your service providers. This will include:  
  - Vouchers in progress by the experts  
  - Vouchers submitted to the attorney for approval and submission to the court  
  - Vouchers signed off by the attorney and submitted to the court for payment |
| **Closed Documents**         | Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page. |
Navigating in the CJA eVoucher Program

Menu Bar Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>The eVoucher home page.</td>
</tr>
<tr>
<td>Operations</td>
<td>Allows you to search for specific appointments.</td>
</tr>
<tr>
<td>Reports</td>
<td>Selected reports you may run on your appointments.</td>
</tr>
<tr>
<td>Links</td>
<td>Hyperlinks to CJA resources: forms, guides, publications, etc.</td>
</tr>
<tr>
<td>Help</td>
<td>Provides:</td>
</tr>
<tr>
<td></td>
<td>• Another link to your Profile</td>
</tr>
<tr>
<td></td>
<td>• “Contact Us” e-mail</td>
</tr>
<tr>
<td></td>
<td>• Privacy Notice</td>
</tr>
<tr>
<td>Logout</td>
<td>Logs user off the eVoucher program.</td>
</tr>
</tbody>
</table>

Note:
The Search option is not a valid link. A Pop up will indicate that you have been redirected.
Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

**Expanding/Collapsing Folders:** Click the plus sign [+] to expand a folder. Click the minus sign [-] to collapse a folder.

**Moving Folders**

**Step 1** Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon will appear.

**Step 2** Drag the folder to the new location and release the mouse.

**Sorting:** Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

**Resizing of Column**

**Step 1** Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow appears.

**Step 2** Drag the line in the desired direction to enlarge or reduce the column size.

**Note:**
The folder size does not increase; therefore, some columns may move off the screen.
Customizing the Home Page (continued)

**Group by Column Heading:** You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

**Step 1**
Click the header for the column you wish to group.

**Step 2**
Hold the cursor and drag the header to the “Group by Header” bar.

**Step 3**
Release the cursor and all the information in that folder will be grouped and sorted by that selection.
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.)

Click the My Profile link from either the Home screen or the Help menu bar to open the “My Profile” page.
Changing my Username and Password

**Step 1**
Under the **Login Info** section, click **Edit** to change your Password.

**Step 2**
To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

**Step 3**
To reset your password, click **reset**.

**NOTE:** Passwords must be at least eight characters in length and contain: One lower-case letter, one upper-case letter, one numeral, and one special character. You are required to change your password every 180 days.

**Step 4**
Type the new password and retype it in the confirm field.

**Step 5**
Press the **Reset** button to save.

**Step 6**
Click the **Close** button to exit the login Info section.
Attorney Info

Step 1
Under the Attorney Info section, click the Edit button to access your personal information.

Step 2
Make any necessary changes.

Step 3
Click Save.

Note:
- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The Country field will automatically populate United States, unless otherwise entered.
- You may list up to three email addresses. eVoucher notification will be sent to each email address.
Billing Info

Step 1
Under the Billing Info section, click Add if no billing information is available.

Step 2
Click Edit if you wish to change the information already entered.

Note:
- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.
Step 3
Make any necessary changes and click **Save**.
Step 4

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

Note:
- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the Associate radio button for the billing type, no information is required in the Billing Code field. Once you save, the screen displays Associate - No Billing Info.
- See the Associates Functionality document to learn more about creating vouchers with an associate.
Continuing Legal Education

The Western District of Virginia is not utilizing this feature at this time.
Appointments’ List

Locate the Appointments section in the Appointments’ List folder on your home page.

Step 1

Click the case number hyperlink to open the Appointment page for that particular case.

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.
View Representation

The View Representation information will display:
- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 2
From the Appointment page open, click View Representation.

Step 3
Click Home on the Menu bar at the top of the page.
**CJA 20/30 Voucher Process Overview**

1. Attorney enters time/expenses and submits voucher
2. Voucher audited by Court CJA Unit
3. Voucher review and approval (or rejection) by Court
4. Voucher processed for payment by Court

**Creating the CJA 20/30 Voucher**

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

**Note:**
All voucher types and documents function primarily the same.

**Step 1**

From the Appointment page, locate the appointment for which you want to create the voucher. Click **Create** from the CJA 20 Voucher template.

The voucher opens to the Basic Info page which displays the information in the paper voucher format.
Creating the CJA 20/30 Voucher (cont’d)

Navigate between the pages of the voucher by clicking the tabs at the top of page or move through pages directionally by using the progress bar at the bottom of the page.

Tab Headings appears at the top of the screen

Progress Bar appears at the bottom of the screen.

Notes:
- The user should **SAVE** any entries made to a voucher often to avoid data loss.
  ***There is no autosave feature***
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.

Creating a CJA20/30 with an Associate
Payments are always made to the appointed attorney's preferred payee billing selected on the **Basic Info** tab of the CJA 20/30.

1. On the **Home** page, select a case from the **Appointments’ List** grid.
Creating a CJA20/30 with an Associate (cont’d)

2. In the CJA-20 (or CJA-30, if the case is a Capital Case) section, click Create.

3. In the Associate Info section, select the level of access (below) for this voucher that the associate attorney has, if any. Payment for this voucher still goes to the selected preferred payee.
   a. **Not on Voucher**: This voucher does not include any claims for services and/or expenses for the associate attorney.
   b. **On Voucher, No Edit**: This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate has read-only access. They can only view their own entries on this voucher. Only the appointed attorney can add, remove, edit, and save entries on behalf of the associate.
   c. **On Voucher, Can Edit**: 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 can add, remove, edit, and save their entries on this voucher. The associate always has access to only their voucher entries.

After selecting **On Voucher, No Edit** or **On Voucher, Can Edit**, click the **Services** and/or **Expenses** tab.
Entering Services and Expenses

Entering Services

Line item time entries should be entered on the Services tab. Both In-Court and Out-of-Court time should be recorded on this screen.

Step 1
Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:
There is **NO AUTOSAVE** function on this program. You must click **SAVE** periodically to save your work.

Step 2
Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.
Entering Services (cont’d)

Step 3
Select Service Type from the drop-down menu.

**Note:**
You may add services in any date order. You can sort in chronological order at any time (see Step 8).

Step 4
Enter hours of service in tenths of an hour.

Step 5
Enter a description.

Step 6
Click ADD.

The entry for services will be added to the voucher and appear at the bottom of the Service Type section.

**Note:**
- Double click an entry to edit.

Step 8
Clicking the Date header will sort services in ascending or descending order by date.

Step 9
Click Save.
**Entering Expenses**

**Step 1**
Click the **Expenses** tab or click the **Next** option located on the Progress bar.

**Step 2**
Enter the Date as well as Expense Type from the Expense Type drop-down menu.
Entering Expenses (cont’d)

**Step 3**

If Travel Miles is chosen, enter the round trip mileage.

**Step 4**

Enter a description in the **Description** field.

![Image of Expense entry form]

**Note:** The rate will adjust depending upon the date of service.

**Step 5**

Click **ADD**.

The entry will be added to the voucher and will appear at the bottom of the **Expense Type** section.
Entering Expenses (cont’d)

Notes:
• If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page in the description field.
• Remember to click ADD after each entry.
• Double click an entry to edit.

Clicking the Date header will sort services in ascending or descending order by date.

Step 6
Click SAVE.
Entering Associate Attorney Services and Expenses

Associate appointments appear in the My Appointments page with the order type of Associate For [the appointed attorney's name]. Only the appointed attorney can create a voucher.

- If the associate is given On Voucher, Can Edit permission, they can add their services and expenses to the voucher.
- If the associate is given On Voucher, No Edit permission, only the appointed attorney can edit the voucher.

Associates can only see their own claims and claimed amounts on the voucher. The appointed attorney is the only one who can view the entire voucher with the combined entries.

The Services and Expenses tab include an additional Attorney drop-down field. If no selection is made in this field, then service or expense entries added to the voucher will be for the appointed attorney. To enter a service or expense claim for the associate, click the Attorney drop-down arrow and select the associate's name.
Entries added for the associate are added at the rate entered by court staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate. Service and expense entries for the appointed attorney appear at the statutory rate (non-capital or capital). The Attorney column in the table indicates for whom each line item applies.
Claim Status

Step 1: Click the Claim Status tab or click the Next option located on the Progress bar.

***This tab is always read-only for the associate.

Step 2: Enter the Start Date from the services or expenses entries, whichever date is earliest. The End Date is the last date of service or expense entered on the voucher. If need be, go back to the Expense and Service sections, and click the Date header to sort showing the earliest and last date of services.

Step 3: Indicate payment type.

Note:
- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. **Call CJA Administrator for additional information regarding interim payments prior to submission to the Court.** If using this type of payment, indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.
- Our court does not utilize payment withholding.

Step 4: Answer all the questions regarding previous payments in this case.

If you try to submit with errors, you may receive the following pink message:

Service and/or Expenses are out of the Voucher Start and End Dates.

To remove the message, complete the Claim Status section with correct start and end dates that include all service and expenses dates for the voucher.

Step 5: Click SAVE.
Documents

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court and any CJA 26.

Step 1 To add an attachment, click the Browse button to locate your file.

Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click Upload.

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Step 4 Click SAVE.
Signing and Submitting to the Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step 1

Click **Confirmation** tab or the **Last** option located on the Progress bar.

The **Confirmation** screen appears which reflects all entries from the previous screens.

You may include any information to the court in the **Public/Attorney Notes** field.
Signing and Submitting to Court (cont’d)

Step 2: Verify the information is correct.

Step 3: Scroll to the bottom of the screen.

Step 4: Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any information to the Court in the Public/Attorney Notes section.

Step 5: Click **Submit** to send to the Court.

Note:
Only the appointed attorney can submit a voucher to the court. Associate attorneys cannot.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

**0101.0000150**

Back to:
Home Page
Appointment Page

Step 6: Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.
Signing and Submitting to Court (cont’d)

The active voucher is removed from the “My Active Documents” folder and now appears in the “My Submitted Documents” section.

Notes:
- If a voucher is rejected by the Court, it will reappear in the “My Active Documents” section and will be highlighted in gold.
- An email message generated by the system will be sent explaining what corrections need to be made.
Compensation Claim in Excess of the Statutory Case Compensation Maximum, CJA-26

When fees in excess of the case compensation maximum are requested, the attorney must prepare a CJA-26 and upload the PDF as a supporting document to the CJA-20 voucher. The CJA-26 form is available here and guidance to assist in preparing the CJA-26 is available here.
CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are added to the voucher.

- Expand the item by clicking on the down arrow (▼) to reveal specifics.
Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

Other accessible reports can be found on the Menu bar.
Defendant Detailed Budget Report

This report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointment and authorized expert service.
Defendant Summary Report

This report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

---

### Defendant Summary Budget Report - Attorney

<table>
<thead>
<tr>
<th>Counsel Budget</th>
<th>Defendant: Jebediah Branson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Representation:</td>
<td>Criminal Case</td>
</tr>
<tr>
<td>Budget Amount Requested:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Budget Amount Approved:</td>
<td>$9,300.00</td>
</tr>
</tbody>
</table>

#### Time Period For Voucher

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>After Approved</th>
<th>After Approved And Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attorney:** Andrew Anders (Appointing Counsel)

Total Pending: $8,300.00
Total Approved: $6,350.00
After Approved: $5,350.00
After Approved And Pending: $2,250.00

### Expert and Other Services Budget - Requiring Authorization

<table>
<thead>
<tr>
<th>Time Period For Voucher</th>
<th>Voucher Number</th>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>After Approved</th>
<th>After Approved And Pending</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Authorization Number:** 010140000002
**Specialty:** Chemical, Toxicological

Amount Requested: $1,000.00
Amount Authorized: $0.00

**Attorney:** Andrew Anders

### Grand Totals for the Representation

**Defendant:** Jebediah Branson

<table>
<thead>
<tr>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>Fee</th>
<th>Expenses</th>
<th>Total</th>
<th>Approved and Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The grand totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA23. They represent the total expended expenditures for this representation. Does not include Travel Auth.

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Thursday, November 05, 2015 - Ver. 1.1

Page 1 of 1
Creating a CJA 21 Voucher

Step 1:
From the **Appointment** page click **Create** to access the CJA-21 Voucher template.

The voucher opens to the **Basic Info** page.

**Note:**
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

---

When submitting a CJA 21 voucher you’ll have two options to choose from under the Authorization Selection.

If the request does not require advance authorization, click on the **No Authorization Required** option. (Skip to Step 4)

If you have submitted and the court has approved a previous authorization (see Submitting an Authorization Request for Expert Services), click on the **Use Previous Authorization** option.
Creating a CJA 21 Voucher (cont’d)

If you click “Use Previous Authorization” a list of Existing Requests for Authorization will appear.

Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. You will not be able to continue until it is highlighted.

The service type will rollover from any selected authorization; otherwise, choose the appropriate service type from the drop-down list.

Enter a description of the service to be provided.

The Voucher Assignment field will remain locked indicating the Attorney will be responsible for completing the voucher claim part.

Add the Expert.

- Select an approved expert from the drop-down list for indicated specialty.

  OR

- Submit an expert for approval by selecting empty (null) value for Expert field and fill in all the required information for your expert.

Note:
Only experts registered with the selected service type will appear in the drop-down list.
Creating a CJA 21 Voucher (cont’d)

Step 8

Click Create Voucher.

NOTE:

If you submitted an expert for approval:

- Basic Info screen will display with the following:

  ![Payment Info Screen]

- The expert you submitted will go through an approval process. Once that expert has been approved, an email will be sent to you. An email will also be sent to the expert with instructions for setting up their profile.

- Once expert has set up their profile, the voucher’s Basic Info screen will then display:

  ![Payment Info Screen]
Creating a CJA 21 Voucher (cont’d)

After Create Voucher has been selected, you’ll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

**Step 1**
Click the Services tab or click the Next option located on the Progress bar.

**Step 2**
Enter the Date, Hours, Rate, and Description.

**Step 3**
Click Add.

The item will appear in the bottom of the Services list section.

**Step 4**
Click Save.

---

**Step 1**
Click the Expenses tab or click the Next option located on the Progress bar.

**Step 2**
Enter the Date, Expense Type, Description and Miles.

**Step 3**
Click Add.

The item will appear in the bottom of the Expense Type section.

**Step 4**
Click Save.
Creating a CJA 21 Voucher (cont’d)

**Step 1**
Click the Claim Status tab or click the Next option located on the Progress bar.

**Step 2**
Enter the Start and End Date, making sure to select the earliest date of services and expenses as the Start Date.

**Step 3**
Select an option under the Payment Claims section.

**Step 4**
Click Save.

**Note:**
- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. **Call CJA Administrator for additional information regarding interim payments prior to submission to the Court.**
  - If using this type of payment indicate the number of this requested payment.
- After Final Payment has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

**Step 1**
Click the Documents tab or click the Next option located on the Progress bar.

**Step 2**
Click browse to select a PDF file to attach.

**Note:** The expert’s invoice must be attached as a supporting document.

All documents must be submitted in PDF format and must be 10 MB or less.

**Step 3**
Click Upload.

The document will appear in the bottom of the Description section. Click Save.
Creating a CJA 21 Voucher (cont’d)

A confirmation page will appear.

Step 1
Verify all information is correct.

Step 2
Check the affirmation box. This will automatically time stamp the voucher.

Step 3
Click Submit.

Note:
- You will be unable to submit a voucher for the expert until they have set up their billing information in their profile.
- If you receive the below error message after clicking Submit, the expert service provider you submitted to the court has not set up their billing information, which is preventing submission and routing to you for your final approval.

![Error Message]

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4
Click Home Page to return to the home page. Click Appointment Page if you wish to create an additional document for this appointment.

Note:
You have just completed the voucher on behalf of the expert. You will now need to approve the voucher for submission to the court for payment. The voucher will now appear in the “My Active Documents” section of your Home page with the Status “Submitted to Attorney” and is awaiting final attorney approval. (see page 40, Step 5 - 8)
Creating a CJA 21 Voucher (cont’d)

The case file will appear in the “My Active Documents” section indicating it is Submitted to Attorney.

Step 5
Select the file.

Navigate to the Confirmation tab.

Step 6
Verify all information is correct.

Step 7
Certify the information by checking the box. This will automatically time stamp the voucher.

Step 8
Click Approve.
Submitting an Authorization Request for Expert Services

Step 1: Open the Appointment record.

Step 2: Click Create from the Authorization template.

The Basic Info screen will open.

Note: There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.
Submitting an Authorization Request for Expert Services (cont’d)

Step 3

Complete the information in the blue section at the bottom of the screen. This to include:
- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

Step 4

Click Save.

Step 5

Click the Supporting Documents tab or click the Next option located on the Progress bar.

Note:
A Motion for CJA Expert and Other Services Exceeding Statutory Limitation must still be filed in the case via CM/ECF. Counsel must attach the order granting the Motion for CJA Expert and Other Services Exceeding Statutory Limitation as a Supporting Document to the Authorization Request.
Submitting an Authorization Request for Expert Services (cont’d)

Step 1
To add the attachment, click the **Browse** button to locate your file.

**Note:**
Documents are limited to PDF files and must be 10 MB or less.

Step 2
Add a description of the attachment.

Step 3
Click **Upload**.

The attachment and description will be uploaded and appear in the bottom of the Description section.

Step 4
Click **SAVE**.
Submitting an Authorization Request for Expert Services (cont’d)

Step 5  Click Next

The Confirmation screen will open.

Step 6  Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step 7  Click Submit to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8  Click Home Page to return to the home page. Click Appointment Page if you wish to create an additional document for this appointment.

The Authorization Request will now appear in the My Submitted Documents section on the Attorney home page.
Creating an Authorizations for Transcripts (AUTH-24)

**Step 1**  
From the Appointment page click **Create Auth-24**.

The Authorization opens to the **Basic Info** page.

**Note:** An Auth-24 can request multiple transcripts reported by the same court reporter.

**Proceeding Transcript To Be Used:** List Hearing(s) and/or purpose for transcript.

**Proceeding To Be Transcribed:** Provide hearing type, date, the Court Reporter.

**Special Transcript Handling:** Indicate any special delivery request. None indicates ordinary delivery (30 days).

**Transcripts:** If transcript request includes any of listed items, check the corresponding box(es).

**Step 2**  
Enter the details for the transcript required on the **Basic Info** screen.

**Step 3**  
Click **Save**.
Creating an Authorization for Transcripts – Auth-24 (cont’d)

Step 1
Click the Documents tab or click the Next option located on the Progress bar.

Step 2
Browse to select a PDF file to attach.

Step 3
Click Upload.

Note:
All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

Step 4
Click Save.

A confirmation page will appear.

Step 5
Check the affirmation box.

Step 6
Click Submit.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8
Click Home Page to return to the home page. Click Appointment Page if you wish to create additional document for this appointment.

The Auth-24 will now appear in the “My Submitted Documents” section on the Attorney home page.
Creating a CJA-24 Voucher

Important Note:

1. **Step 1**
   Clerk’s office staff will create the CJA 24 Voucher for the expert to complete.

2. **Step 2**
   The expert will fill out the required information and submit the form to the attorney for approval.

3. **Step 3**
   The **attorney MUST** then approve the voucher and submit to the Court.
Creating a Travel Voucher

Step 1
From the Appointment page click Create from the Travel Voucher template.

Note:
There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.

The Basic Info screen will open.

The “Travel Agency to be Used” section will automatically populate.

Step 2
Click the Authorization Request tab or click the Next option located on the Progress bar.
Creating a Travel Voucher (cont’d)

Step 3: Fill out all required fields marked with a red asterisk.

Step 4: Click Add.

The information will appear in the bottom section.

Step 5: Click Save.
Creating a Travel Voucher (cont’d)

Step 1
Click Documents tab or click the Next option located on the Progress bar.

Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2
Browse to select a PDF file to attach.

Step 3
Click Upload.

The document will appear in the bottom of the Description section.

Step 4
Click Save.

The Confirmation tab will appear.

Step 1
Verify all information is correct.

Step 2
Check the affirmation box. This will automatically time stamp the voucher.

Step 3
Click Submit.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4
Click Home Page to return to the home page. Click Appointment Page if you wish to create additional document for this appointment.

The Travel Voucher will now appear in the “My Submitted Documents” section.
## Schedule of Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Section Title</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2018</td>
<td>Creating a CJA-21</td>
<td>• Added instruction that expert invoice must be attached as a supporting document.</td>
</tr>
<tr>
<td>11/29/2018</td>
<td>Entire Document</td>
<td>• Updated screen depictions to reflect current eVoucher version.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reworded where needed for better clarification.</td>
</tr>
<tr>
<td>3/22/2019</td>
<td>- Adding Associate Attorney to Your Appointment</td>
<td>Sections added to include information related to new Associate Attorney functionality.</td>
</tr>
<tr>
<td></td>
<td>- Creating a CJA20/30 with an Associate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Entering Associate Attorney Services and Expenses</td>
<td></td>
</tr>
</tbody>
</table>