

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

CJA eVoucher

Expert & Service Provider User Manual Release 4.2.1

September 2015



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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:


- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.


Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
 - Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. To set up your password or if you forget your Username or Password, select **Forgot your login?** as shown below.



 CJA eVoucher
Electronic Voucher Management System

**USER LOGIN, Train 6 Release
4.2**

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Input the Username provided by the court in order to set up your initial password and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password.

Username: and/or

Email:

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

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

Profile

Your profile contains your login information, your contact information, as well as the billing information which will be used to pay for your services. Your district may allow you to manage and update this information.

Home Operations Reports CMECF Links Help Logout	
Welcome Abraham Astley (Expert)	
Login Info Your login information	Username: Astley CH/ECF Access is NOT validated <input type="button" value="Edit"/>
Expert Info Your personal info	Your Name: Abraham Astley Your Contact Info: Phone: 210-555-3434 Cell Phone: 702-555-1212 Fax: deastmail@support.aebc.uscourts.gov deastmail@support.aebc.uscourts.gov deastmail@support.aebc.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 USA <input type="button" value="Edit"/>
Billing Info List all invoice/billing info records	Your default billing info is: Abraham Astley SSN/EIN: ****-**-7899 123 Legal Blvd, South AnyTown, DC 12345 - USA Phone: 888-555-4000 Fax: 888-555-4001 <input type="button" value="Cancel"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Expert Specialties List your assigned specialties	Your current assigned specialties are: [General] Chemist, Toxicologist <input type="button" value="Edit"/>

Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click **Edit** on the right side of the **Login Info** section.

Login Info
Your Login information

Username [change](#)

Password [reset](#)

CM/ECF Username

CM/ECF Password

[validate](#)

CM/ECF Access is **NOT validated**

To change your username, type the new username and click **change**.

Passwords will expire every 180 days.

Passwords must be a minimum of eight characters in length and contain:

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

To change your password, click the **reset** hyperlink. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

CM/ECF Login

Our court is not utilizing the interface to CM/ECF through eVoucher at this time; therefore, you will not input any information in this section.

Personal Info

The **Personal Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

Only self-employed Service Providers must enter a social security number in the user profile, Company-employed Service Providers will need to enter the EIN. Once you have saved your social security number, it becomes read-only and the record is transmitted to CJA 6x. Once your record has been

transmitted to CJA6x, any changes to the social security number can only be made by an eVoucher administrator. If you need to make a change, you must contact the court.

<p>Expert Info Your personal info</p> <p>SSN Instructions: If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.</p> <p>If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.</p>	First Name <input type="text" value="Abraham"/>	Middle <input type="text" value="X"/>	Last Name <input type="text" value="Astley"/>	<input type="checkbox"/> Inactive
	Tax Identification Number:			
	SSN: <input type="text" value="999-33-4444"/>			
	Confirm: <input type="text" value="999-33-4444"/>			
	Main Email <input type="text" value="deadmail@support.aotx.uscourts.gov"/>			
	2nd Email <input type="text"/>			
	3rd Email <input type="text"/>			
	Phone <input type="text" value="210-555-3434"/>	Cell Phone <input type="text"/>	Fax <input type="text"/>	
	Address 1 <input type="text" value="110 Main Street"/>	City <input type="text" value="San Antonio"/>		
	Address 2 <input type="text"/>	State <input type="text" value="TEXAS"/>	Zip <input type="text" value="78210"/>	
Address 3 <input type="text"/>	Country <input type="text" value="UNITED STATES"/>			

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the checkbox to **Copy Address from Profile**. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile.

Company-employed service providers are required to enter their name, email information, company's EIN, name, and payment address information in the billing information section of the user profile. This information is used to establish the company's record in CJA 6x.

<h3>Biling Info</h3> <p>List all available billing info records</p>	Billing Type:		
	<input type="radio"/> Self-Employed <input checked="" type="radio"/> Company		
	Tax Identification Number:		
	EIN/TIN:	44-5268569	
	Confirm:	44-5268569	
	<input checked="" type="checkbox"/> Copy Address from Profile		
	Name:		
	Company Name		
	Phone:	210-555-3434	
	Fax:		
Address 1:			
110 Main Street			
Address 2:			
Address 3:			
City:	State:	Zip Code:	
San Antonio	TEXAS	78210	
Country:			
UNITED STATES			

You may add additional billing records by clicking the **Add** button. You, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Payments cannot be made if the social security number or EIN is missing from your profile. This is a requirement of the payment system which eVoucher is interfacing with.

The "Billing Info section has added a "Billing Type" which includes:

- "Self-Employed" - used when payments are made to the expert's social security number.
- "Company" - used when payments are made to a firm's EIN number.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system will alert you if there are problems with your billing information data. You will need to fix those problems before payments can be made. We ask that you access your profile and verify your social security number, add your social security number if it is not there (unless you are acting only as an associate on the system) and verify your billing information. Please do this as soon as possible so there will not be an interruption in your payments.

Also, please note that you will not be able to change your social security number or your EIN once it has been synced with the interface. Only the CJA6XAdmin user will have rights to change SSNs. Also, please remember to add new or additional billing records if your billing information changes. **Do not edit the existing record.**

Expert Specialties

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information (with social security number/EIN masked). That specialty will also be checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint Analyst
- Hair, Fiber Expert
- Interpreter Translator
- Investigator
- Jury Consultant
- Legal Analyst/Consultant
- LitigationSupport Services
- Mitigation Specialis
- Other
- Other Medical Expert
- Paralegal Services
- Pathologist, Medical Examiner
- Polygraph Examiner
- Psychiatrist
- Psychologist
- Voice, Audio Analyst
- Weapons Firearms Explosive Expert

Transcript

- Court Reporter

Home Page and Navigation (menu)

The home page provides access to information about your cases and billing which you submit, or billing the attorney submits on your behalf.

The screenshot shows the eVoucher home page with a navigation menu at the top. Below the menu, there are three main sections, each with a table of data:

- My Documents:** A table with columns Case, Defendant, Type, and Status. It contains two rows of data for case 1:14-CR-00802-AA.
- My Submitted Documents:** A table with columns Case, Defendant, Type, and Status. It contains one row of data for case 1:13-CR-00563-GG.
- Closed Documents:** A table with columns Case, Defendant, Type, and Status. It contains the message "No rows have been recorded on the database".

My Documents

The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

My Submitted Documents

The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.

Closed Documents


The **Closed Documents** folder contains documents which have been completely processed.

Search

Experts are generally not given rights to search in eVoucher. If you click the **Search** hyperlink near the top of the home page, you may receive a message indicating that you do not have access to these functions.

Note:

The **Search** option is not a valid link. A Pop up will indicate that you have been redirected.

 You don't have access to the requested page. The system has redirected you here.

The eVoucher menu

Home Operations Reports CMECF Links Help logout

Menu Bar Items	
Home	The eVoucher home page.
Operations	Appointments you have been assigned.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Expert v. Expert Enter

CJA eVoucher allows two designations for Experts to complete the voucher: Expert and Expert Enter. When the service provider logs in, he or she will see a list of all of his or her documents on the home page. The Expert role will allow the service provider to log in to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has Expert Enter privileges, they will be able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

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


CJA-21/31 Entry

The attorney will create the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (Expert Enter rights), the attorney can choose to let the expert enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

Log in to the eVoucher application. The voucher should appear in your **My Documents** folder on your home page.

My Documents

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

Case	Defendant	Type	Status
1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	 Voucher Entry Edit

1 Page 1 of 1 (1 items)

To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports CMECF Links Help logout

CJA-21 Voucher Entry

Def.: Sevrin Brian

[Link to CM/ECE](#)

Voucher #:
 Start Date: 8/8/2014
 End Date: 8/8/2014

Summary: \$0.00

Services

Expense Type	Amount
Travel	
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

[Form CJA21](#)

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Sevrin Brian	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:13-CR-07387-1-BB	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Brian	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 17A:102.F COPYRIGHT LAWS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Cindy Caltagirone - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-378-2343		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F 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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order Nunc Pro Tunc Date 8/1/2013 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Charlene Campos


Charlene Campos
 SSN/EIN:***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

« First < Previous **Next >** Last » Save Delete Draft

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of the screen or click **Next** at the bottom of the screen.

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

Services

Date *  Description *

Hours *

Rate *

* Required Fields

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

Date	Description	Hrs	Rate	Amt
No data				


Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click **Add**.


You may continue to add additional entries until you have entered all of your service dates. There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. Do not click on eVoucher menu items without saving.

To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

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

Expenses

Date: 08/08/2014 *  Description: round trip travel to interpret for interview. *

Expense Type: Travel Miles * 

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36 Add Remove

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	08/08/2014	round trip travel to interpret for interview.	56	\$0.56	\$31.36

1 Page 1 of 1 (1 items)

Enter expenses and click **Add**. Be sure to save your items.

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

Claim Status

Start Date: 8/8/2014 *  End Date: 8/8/2014 * 

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Final payment indicates you will not be billing more on this particular appointment. Interim payments must be OK'd by the court but may be applicable for those involved in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents.

When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.

To submit the voucher, select the **“I swear and affirm...”** checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

Returned Vouchers

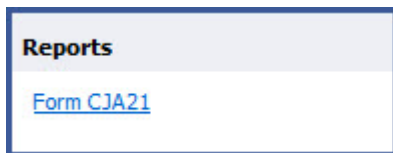
My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1 Page 1 of 1 (2 items)

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. Often the return of the voucher will be accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

Printing a Form CJA21

Should you wish to print a copy of your submission, from the left-hand panel click the **Form CJA21** link to print a standard version of the voucher.



Any reports the expert may have access to will be displayed in the **Reports** section. Click on the **Reports** menu item to see which reports are accessible.

