# UNITED STATES DISTRICT COURT
# DISTRICT OF MASSACHUSETTS

CJA eVoucher

Electronic Voucher Management System

# A USER GUIDE

# FOR ATTORNEYS

February 2016

(Release 4.3)

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## Introduction

The United States District Court for the District of Massachusetts is committed to providing the best service possible to attorneys and litigants engaged in cases in this court. Part of that commitment is to provide the means for attorneys to perform their work most efficiently.

The District of Nevada created this eVoucher software, which has proven successful in that court, and others, in streamlining the process for attorneys submitting vouchers and other documents as part of their work under the Criminal Justice Act.

## User Support

The District of Massachusetts has established a help desk to assist our CJA panel members use this software.

Please do not hesitate to contact court staff by email at ecjaMAhelpdesk@mad.uscourts.gov.

## Court Appointments

The clerk's office will continue to use the automated CJA Assignment Program to appoint counsel. (For additional information, please see the assignment protocol on the court's website at http://www.mad.uscourts.gov/attorneys/pdf/CJAAssignmentProtocol.pdf.)

When the attorney accepts the appointment, the courtroom deputy clerk will enter the attorney's name on the docket, and the court's financial staff will enter the information into the eVoucher program (usually within two business days). An email will be generated by the eVoucher program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the appointment record in the CJA eVoucher program.

Here is a sample of an email generated by the eVoucher program:

To: Perry Mason,

Date: 5/1/2014 1:31:57 PM.

---

This is to inform you that the US District Court, District of MA has appointed you to represent Jose Elias De La Cruz Gonzales in case USA v. Gonzales 1:13-CR-10019 before this court.

You may access this appointment via the CJA eVoucher program at http://circ01-evapp.ada.dcn/CJA_max_test/CJAeVoucher.

---

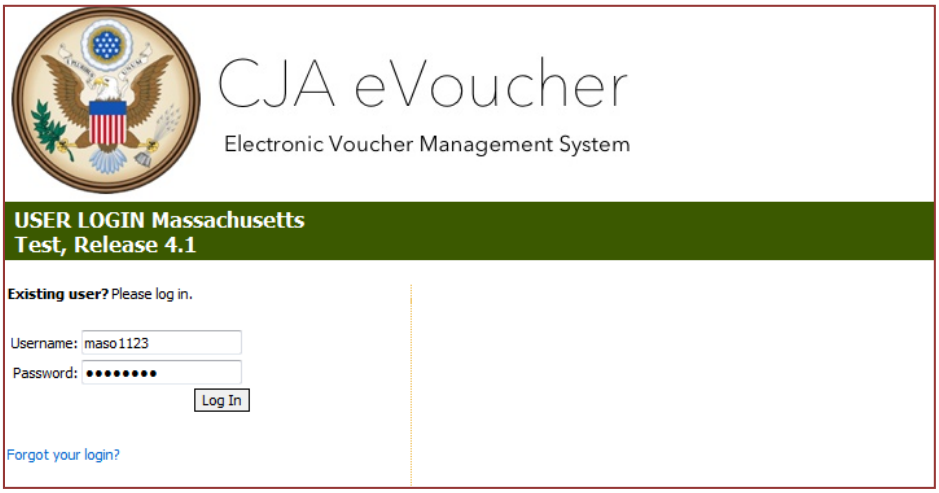
Regards,
US District Court, District of MA

## Logging into eVoucher

**NOTE:** Windows Explorer 8 (or newer) or Safari 5.1 (or newer) must be used to access the CJA eVoucher program. At this time Chrome, Firefox and other browsers do not work with the eVoucher program. See the section on technical information below.

To log into eVoucher, follow the link in the email notifying you of the appointment, or click on the link on the court's website (http://www.mad.uscourts.gov/attorneys/cja-info.htm). We recommend that you set a bookmark to the site for future use.

Your eVoucher username is the same as your CM/ECF login/username. Your initial eVoucher password will be provided during training. We encourage you to change your eVoucher password as soon as possible.



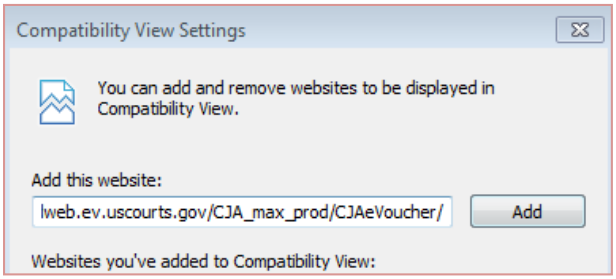

## Technical Information

MAC USERS: MAC users have their best results using IOS 10.9.4 and Safari 7.0.6.

INTERNET EXPLORER USERS: Some attorneys, when using Internet Explorer, have encountered problems, such as not seeing the fields for the username and password. To correct this, set the compatibility settings:

To turn on compatibility:

Click on the icon on your address line
Or click on Tools, then Compatibility View
Or click on Tools, then click on Compatibility View Setting and copy and paste the URL to the "Add this website:" box and click on Add.




## Forgotten Logins or Passwords

Click on the ***Forgot your login?*** link if you have forgotten your user name or your password. You will be asked for your user name and/or your email address. An email will then be generated by the system, and sent to court staff. A new password will be assigned and your login and password will be sent to you by court staff, by email.

## Maintaining Your Profile

Please review the information contained in the "My Profile" section. This information was added by court staff. Three failed attempts will result in the user being locked out of the system. Please contact the eVoucher helpdesk for assistance.
You may update any incorrect or missing contact information, but court staff will need to update your billing information for you. Please be sure to notify the court's CJA staff of any changes to your contact or billing information. Not notifying the court of changes in a timely manner will affect your taxes and payments.

## Changing Your Password

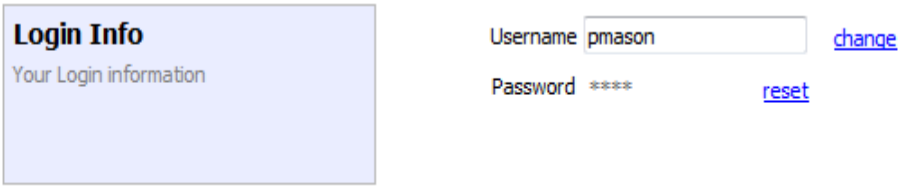
Please be sure to change your password as soon as possible after receiving the login information from the court. Passwords must be at least eight characters in length and meet the following requirements:

- One lower-case letter
- One upper-case letter
- One number
- One special character (a typographical symbol)

For new users and passwords that have been reset, the initial password must be changed within 30 days.

Thereafter, passwords must be changed every 180 days.

To change your password, click on ***reset*** and enter your new password. You will be asked to type it again to confirm. Then click on the ***reset*** button to accept the change.



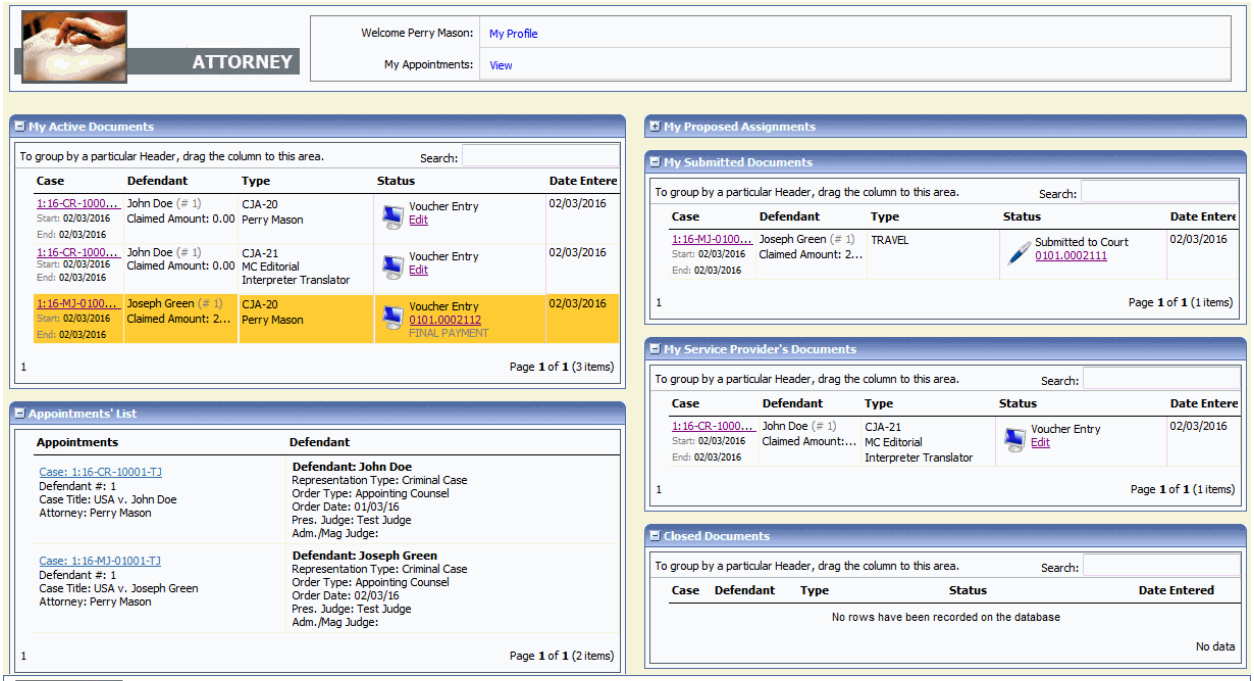

## Adding Additional Email Addresses

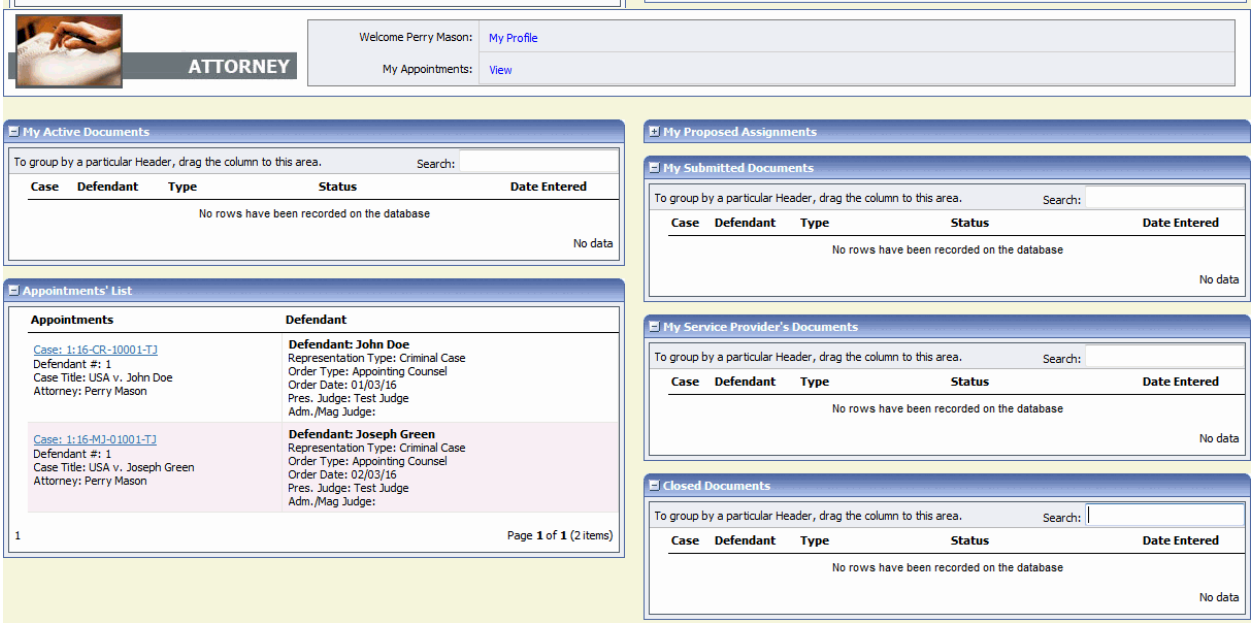
You may add up to two additional email addresses to your eVoucher account. These emails will receive all the same emails you receive: notification that your appointment has been added to the database, and notification of court action on any requests for authorization or vouchers submitted.

## Home Page

The Home page will appear each time you log into the eVoucher program. Your home page provides access to all of your appointments and vouchers.

Security has been put in place to prohibit any attorney from viewing any information other than their own appointments, vouchers and related documents.



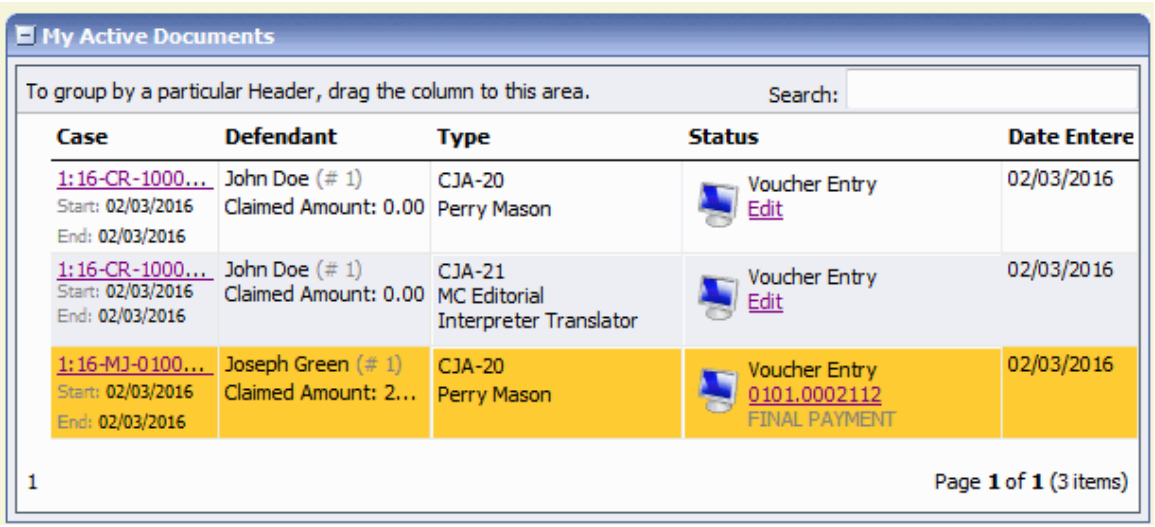



## Folders on Your Home Page

There are several folders on your home page.

| | |
|---|---|
| My Active Documents | Contains vouchers or documents that you are currently working on or have been submitted for your approval by court reporters and other service providers. . |
| Appointments List | Contains a list of all current appointments. Clicking on the hyperlink on the docket number will bring you to the appointment information where you may create a voucher or a request for authorization for funds for expert services, transcripts or travel. |
| My Proposed Assignments | Not used in this district at this time. |
| My Submitted Documents | Contains vouchers or documents that you have completed or approved and have been submitted to the court. |
| My Service Provider's Documents | Contains vouchers or documents for expert service providers. |
| Closed Documents | Contains vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. The court staff archive closed vouchers monthly. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want to view. |

All the folders containing links to documents (vouchers, authorizations, etc.) display basic information regarding the Case Number, the Defendant, Type of Document, Status of the Document and the Date the voucher Entered the Status. (The status tells you where the document/voucher is in the process, i.e., you are still entering information, it has been submitted to the attorney, it has been submitted to the court or it is closed.) To view a specific voucher, click on the Case Number or the voucher number (i.e., 0101.0000015)



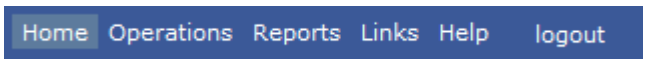
## Adjusting Views on Your Home Page

You may change the way information is displayed in the folders.

- Sorting. Click on the column header to sort by that column (clicking once will sort it in ascending order, clicking twice will sort it in descending order).
- Change Size of Column. Move your cursor to the line between columns until you see an arrow. Hold your left mouse key and drag the line in the desired direction.
- Group by Column Header. Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the **Case** header. If you want all the documents grouped by the kind of document it is, click on the **Type** header.) Hold your left mouse key and drag the column header into the identified area above the grid.
- Closing Folder. Click on the "-" next to the name of the folder you would like to close. Click on the + to open the folder.
- Moving Folders. Click on the title of the folder you want to move. Using the left mouse key, drag the folder to the desired location.

## Menu Bar

You may use the menu bar at the top of the screen to access other functions of the program.




| | |
|---|---|
| Home | Takes you to your home page. |
| Operations | Takes you to your CJA appointments. |
| Reports | Takes you to reports you may select and run. |
| | |
| Links | Takes you to a page of links, forms, and other documents related to the Criminal Justice Act panel. |
| Help | Provides links to:<br>• "My Profile" (another way to access your profile).<br>• "Contact Us" will allow you to email the court's CJA staff.<br>• "Privacy" displays the court's privacy statement. |
| Logout | Logs you out of eVoucher and closes the program. |

## Appointments

You may view your active appointments by looking in the Appointments List folder on your home page.

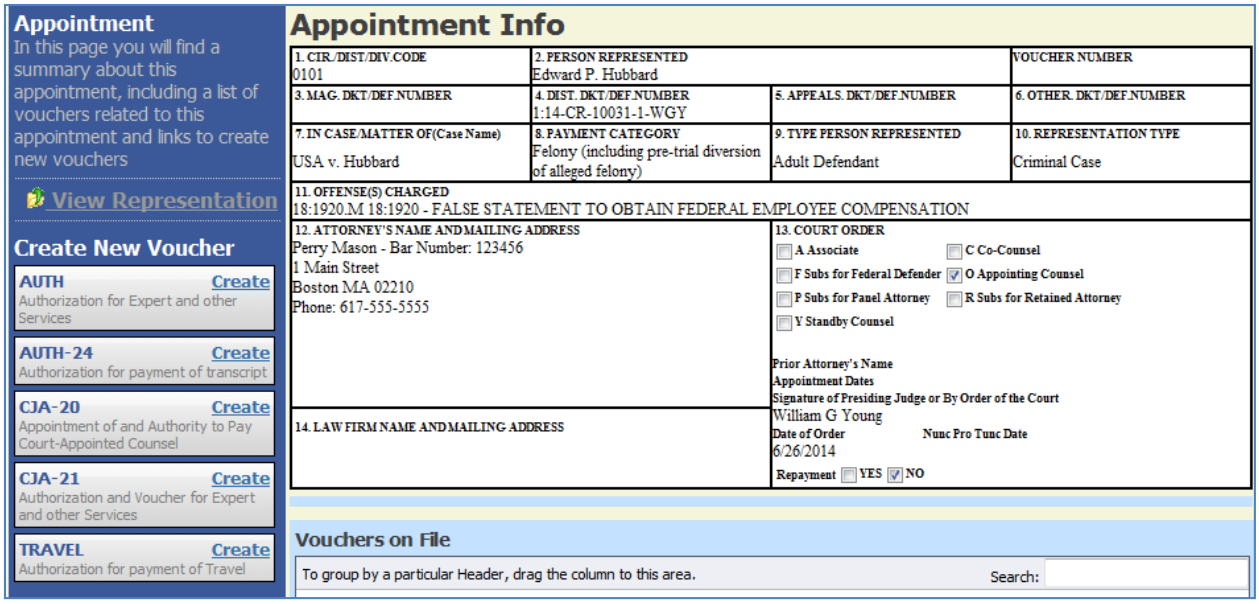
Appointments' List

| Appointments | Defendant |
|---|---|
| Case: 1:14-CR-04099-JJL-JGD<br>Defendant #: 1<br>Case Title: US v. Green<br>Attorney: Will Truman | **Defendant: Joseph Green**<br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 09/01/13<br>Pres. Judge: John J Lowell<br>Adm./Mag Judge: Judith G Dein |
| Case: 3:14-CR-30099-JJL-MBB<br>Defendant #: 4<br>Case Title: US v. Pearl<br>Attorney: Will Truman | **Defendant: George Pearl**<br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 01/23/14<br>Pres. Judge: John J Lowell<br>Adm./Mag Judge: Marianne B Bowler |
| Case: 4:13-CR-40225-JJL-JCB<br>Defendant #: 1<br>Case Title: US v. Waters<br>Attorney: Will Truman | **Defendant: Josephine Waters**<br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/01/13<br>Pres. Judge: John J Lowell<br>Adm./Mag Judge: Jennifer C Boal |

1 Page **1** of **1** (3 items)

Clicking on the docket number for any appointment will display the **Appointment Info** screen. From there you may create a CJA 20.

**NOTE:** In the eVoucher system, the court will not be issuing a CJA 20 at the time you are appointed. You will create CJA 20 vouchers as necessary: when you are submitting court approved interim vouchers, or when your service in the case is complete.



**Appointment**
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

View Representation

**Create New Voucher**

AUTH — Create
Authorization for Expert and other Services

AUTH-24 — Create
Authorization for payment of transcript

CJA-20 — Create
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 — Create
Authorization and Voucher for Expert and other Services

TRAVEL — Create
Authorization for payment of Travel

**Appointment Info**

| 1. CIR./DIST./DIV.CODE | 2. PERSON REPRESENTED | | VOUCHER NUMBER |
|---|---|---|---|
| 0101 | Edward P. Hubbard | | |
| 3. MAG. DKT/DEF.NUMBER | 4. DIST. DKT/DEF.NUMBER | 5. APPEALS. DKT/DEF.NUMBER | 6. OTHER. DKT/DEF.NUMBER |
| | 1:14-CR-10031-1-WGY | | |
| 7. IN CASE/MATTER OF(Case Name) | 8. PAYMENT CATEGORY | 9. TYPE PERSON REPRESENTED | 10. REPRESENTATION TYPE |
| USA v. Hubbard | Felony (including pre-trial diversion of alleged felony) | Adult Defendant | Criminal Case |

11. OFFENSE(S) CHARGED
18:1920.M 18:1920 - FALSE STATEMENT TO OBTAIN FEDERAL EMPLOYEE COMPENSATION

12. ATTORNEY'S NAME AND MAILING ADDRESS
Perry Mason - Bar Number: 123456
1 Main Street
Boston MA 02210
Phone: 617-555-5555

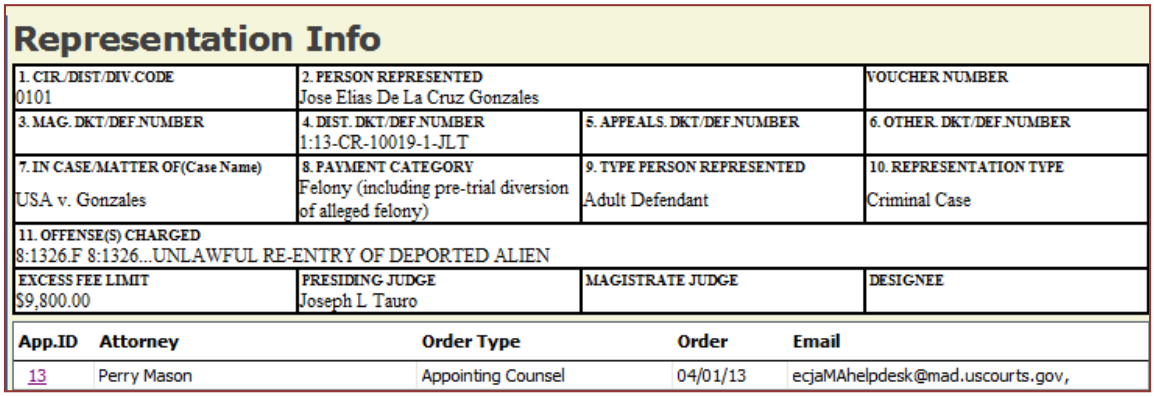
13. COURT ORDER
☐ A Associate ☐ C Co-Counsel
☐ F Subs for Federal Defender ☑ O Appointing Counsel
☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ Y Standby Counsel

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
William G Young
Date of Order 6/26/2014 Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

14. LAW FIRM NAME AND MAILING ADDRESS

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

You may click on ***View Representation*** on the left hand side of the screen. The representation information will also display the default fee limit, presiding judge and magistrate judge as well as co-counsel and any previous counsel.



**Representation Info**

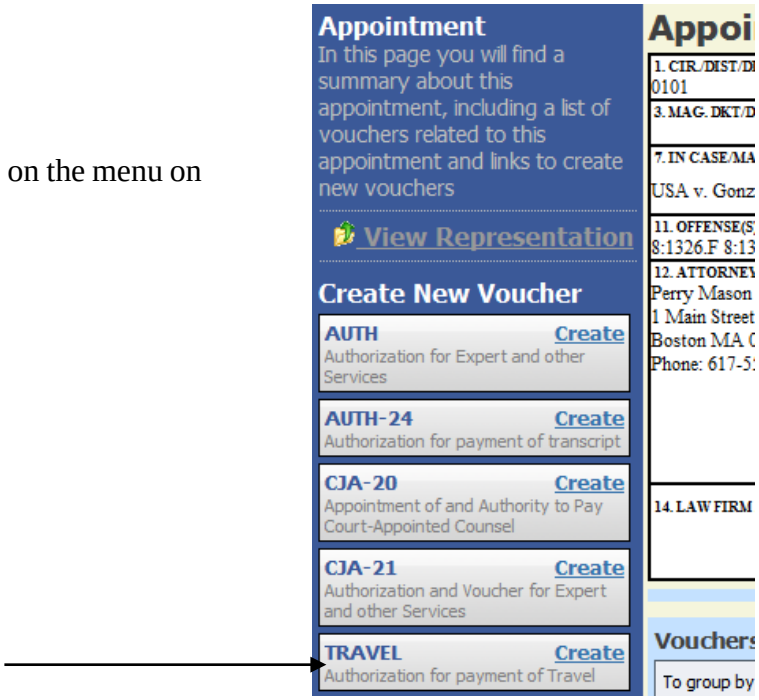
| | | | |
|---|---|---|---|
| 1. CIR./DIST/DIV.CODE<br>0101 | 2. PERSON REPRESENTED<br>Jose Elias De La Cruz Gonzales | | VOUCHER NUMBER |
| 3. MAG. DKT/DEF.NUMBER | 4. DIST. DKT/DEF.NUMBER<br>1:13-CR-10019-1-JLT | 5. APPEALS. DKT/DEF.NUMBER | 6. OTHER. DKT/DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Gonzales | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>8:1326.F 8:1326...UNLAWFUL RE-ENTRY OF DEPORTED ALIEN | | | |
| EXCESS FEE LIMIT<br>$9,800.00 | PRESIDING JUDGE<br>Joseph L Tauro | MAGISTRATE JUDGE | DESIGNEE |

| App.ID | Attorney | Order Type | Order | Email |
|---|---|---|---|---|
| 13 | Perry Mason | Appointing Counsel | 04/01/13 | ecjaMAhelpdesk@mad.uscourts.gov, |

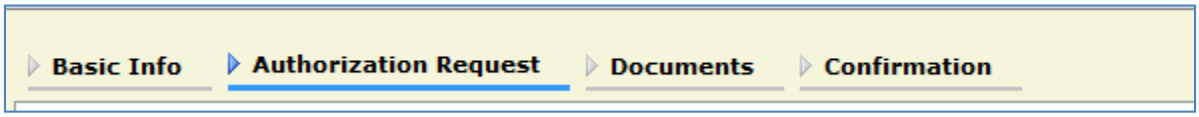
## Submitting a Request for Authorization for Payment of Travel Expenses

At this time, the court requires that a motion also be filed in CM/ECF. A PDF of that motion and any other supporting documentation should be attached to the request in the eVoucher program. An authorization is required for all out-of-district case-related travel.

Click on ***Create*** next to Travel on the menu on the left side of the screen.

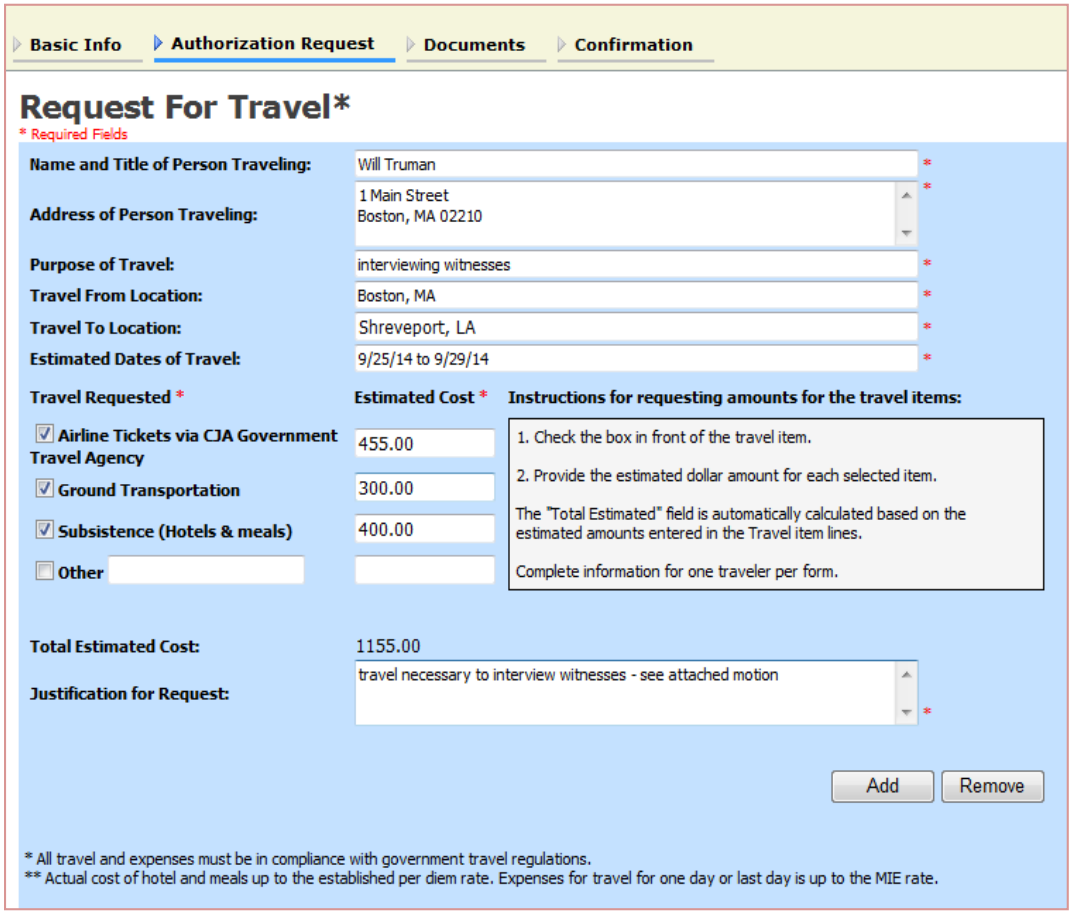


Click on the tab for ***Authorization Request***.




**NOTE:** before completing the request for travel authorization, please contact National Travel at 800-445-0668 for an estimate of the expenses for your proposed travel.

Complete the required fields (those with asterisks). Be sure to also select which of the types of travel funds are being requested (Airline Tickets, Ground Transportation, Per Diem or Other) and provide an estimated cost for each and click on ***Add***.



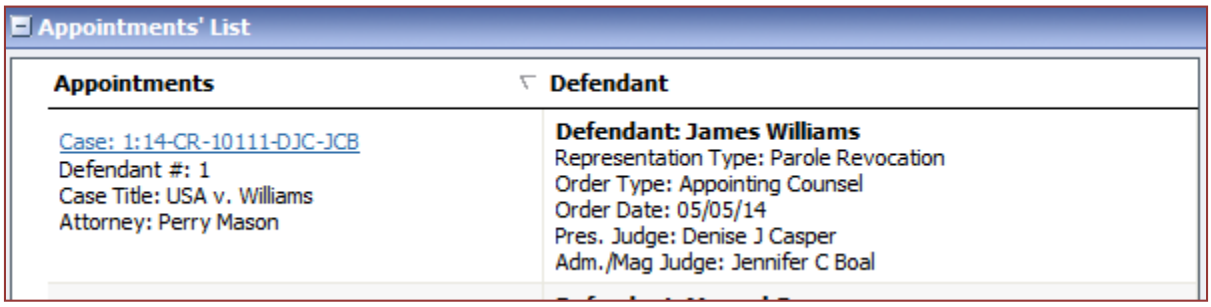

Add any supporting documents (in particular, the motion filed in CM/ECF) on the Documents tab. Complete the transaction by clicking on the ***Confirmation*** tab to submit the request. The travel authorization will be processed by the court. An email will be sent via the CJA Help Desk notifying you of the court's action on your request.

## Submitting a Request for Authorization for Service Providers

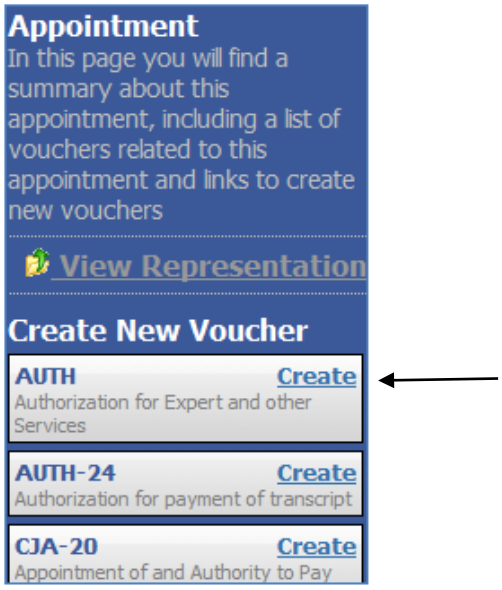
At this time, the court requires that a motion also be filed in CM/ECF. A PDF of that motion and any other supporting documentation should be attached to the request in the eVoucher program.

In most instances, you will need to submit an authorization for funding for your expert service providers.

Click on the docket number from the Appointments List on your home page.



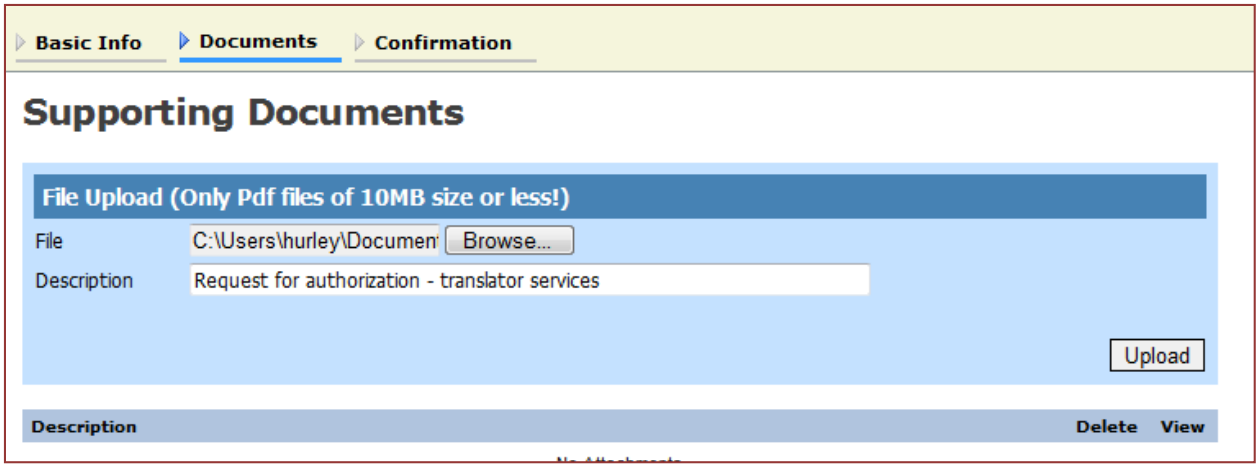

Click on ***Create*** from the menu on the left side of the screen next to :AUTH."




Complete the required fields as shown below, then click on ***Save*** and then on ***Next.***

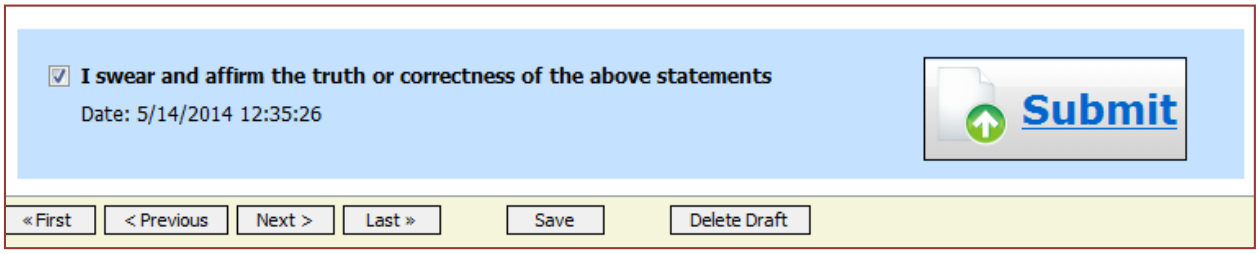
Although not required by the eVoucher system, this district requires a description of the services to be provided. Provide as much information/documentation as possible. This information will help the court to better understand the purpose of the request.

Browse for your PDF. Use the description field to explain what is being added.

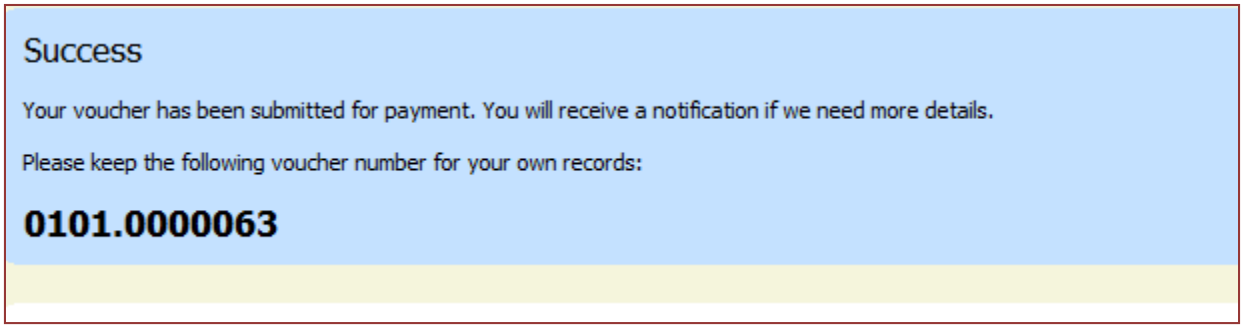



Click on ***Upload*** to add the document to the eVoucher program, click on ***Save*** and then on ***Next***.

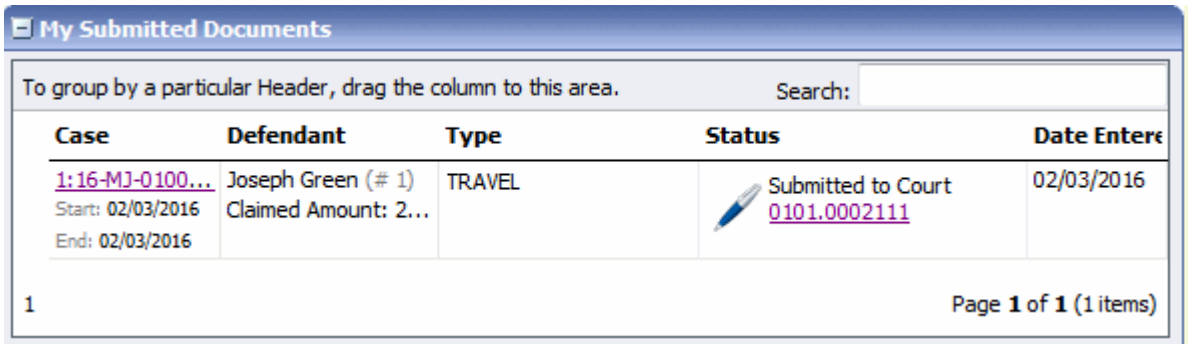
At the bottom of the confirmation screen, click on the check box next to "I swear and affirm…." and then on ***Submit***.




Once submitted you will see a Success confirmation.




The authorization request will now appear on your home page under **My Submitted Documents**.

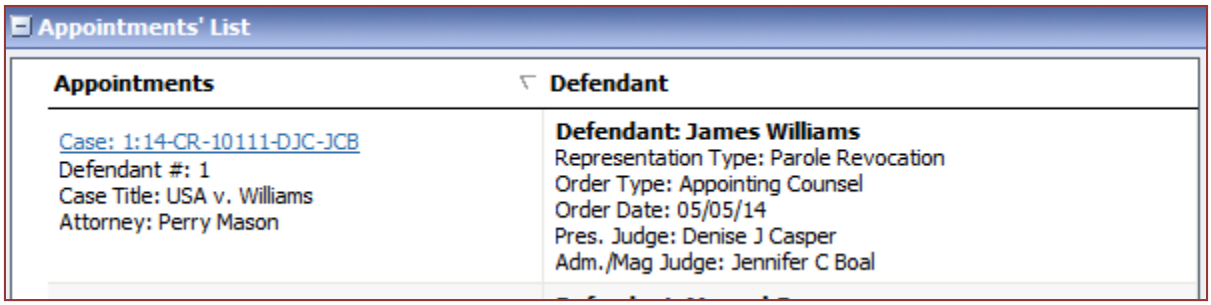



Once the court reviews the request for authorization, you will receive an email letting you know that the authorization has been approved (or in some cases, modified to a different amount). You may then prepare and submit the CJA 21 for the expert services.

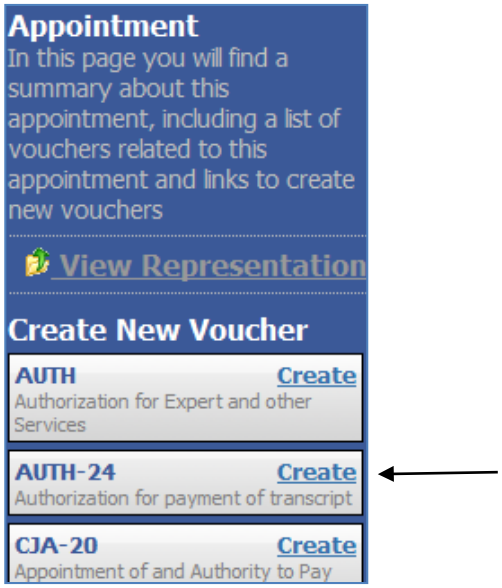
Please turn to the section of this guide on completing and submitting a CJA 21 for additional instructions.

## Submitting a Request for Authorization for Transcripts

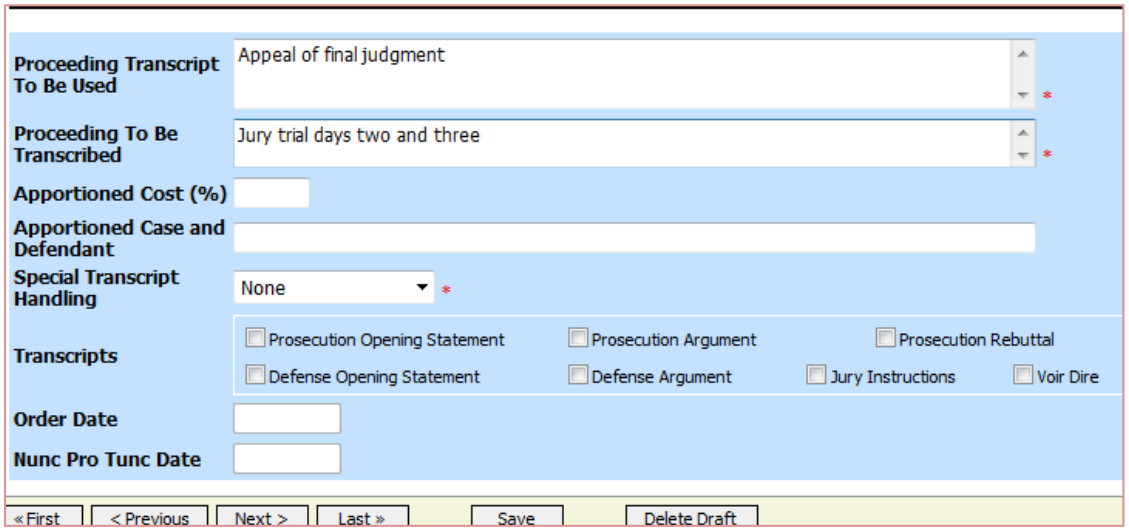
Click on the docket number from the **Appointments List** on your home page.



Click on ***Create*** from the menu on the left side of the screen.

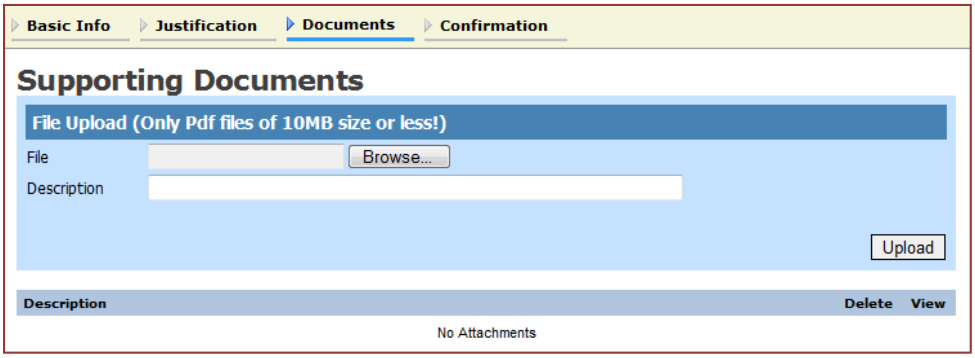



Complete the required information:

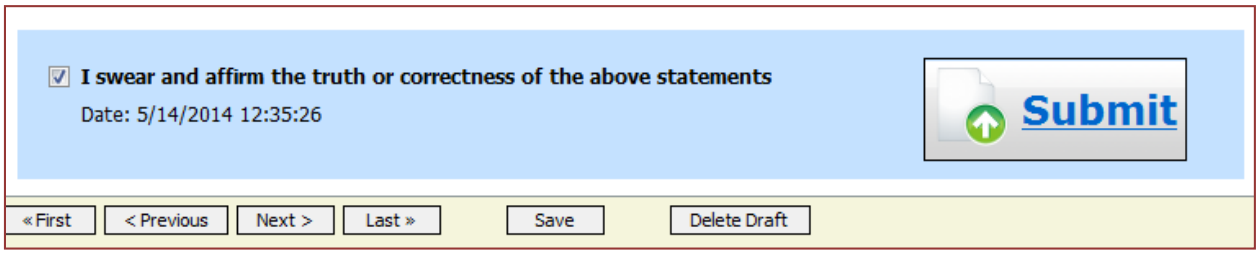



Click on ***Next***.

Documents in support of your request may be attached on the documents page.




At the bottom of the confirmation screen, click on the check box next to "I swear and affirm…." and then on ***Submit***.

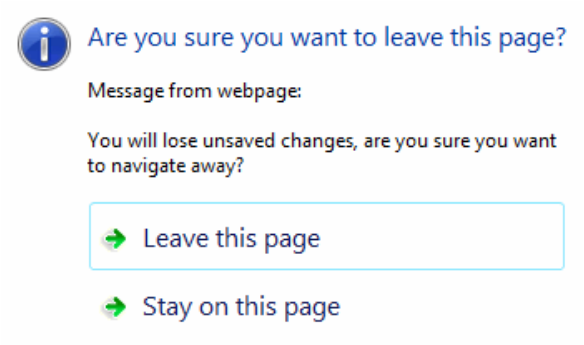



## Create a Voucher – CJA 20

**NOTE:** All vouchers and documents function in somewhat the same manner in this system. The following instructions, while showing a CJA 20, pertain to all voucher and document types.

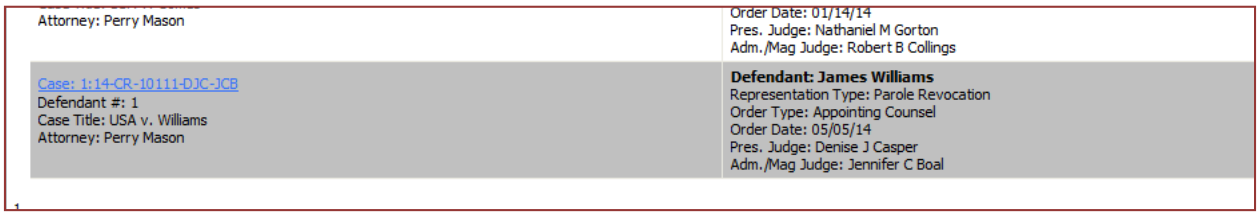
The few differences for other types of vouchers/documents will be identified and discussed in a separate section for each of those types of vouchers/documents.

It is important that you save your data as you move through the voucher process.
If you attempt to navigate away from the voucher, a pop-up notification appears asking whether you would like to stay on the current page or leave the page which would result in any unsaved work being lost.



**SECOND NOTE:** Please see the instructions later in this guide if services were performed by an associate or partner.

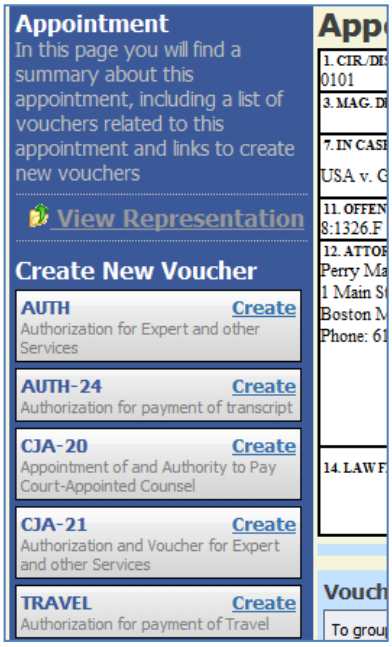
Locate the appointment for which you want to create the voucher from the **Appointments List** on the Home page.




Click on the hyperlink to the Case Number.

Please pay attention to the Representation Type. Make sure it accurately reflects the matter you are billing for. For instance, do not bill for a Supervise Release Violation on a Criminal Case representation type. If you do not have an appointments listed, please contact the eVoucher helpdesk.

Click on ***Create*** for the type of document (voucher or authorization) you wish to prepare from the list on the left hand side of the screen.




**NOTE:** Before adding information to the voucher, first go to the Claim Status tab at the top of the page. Change the Start Date to match the date of the appointment (found on the Basic Info tab, in section 13 (Court Order)) or the time period being claimed. If this is an interim voucher, the date range must match the period of time included in the voucher.

Navigate between the pages of the voucher by clicking on the tabs on the top of the screen, or by clicking ***Next*** after completing the information required on each tab.

The tabs on this page match the information requested on the existing hard copy of the CJA 20.

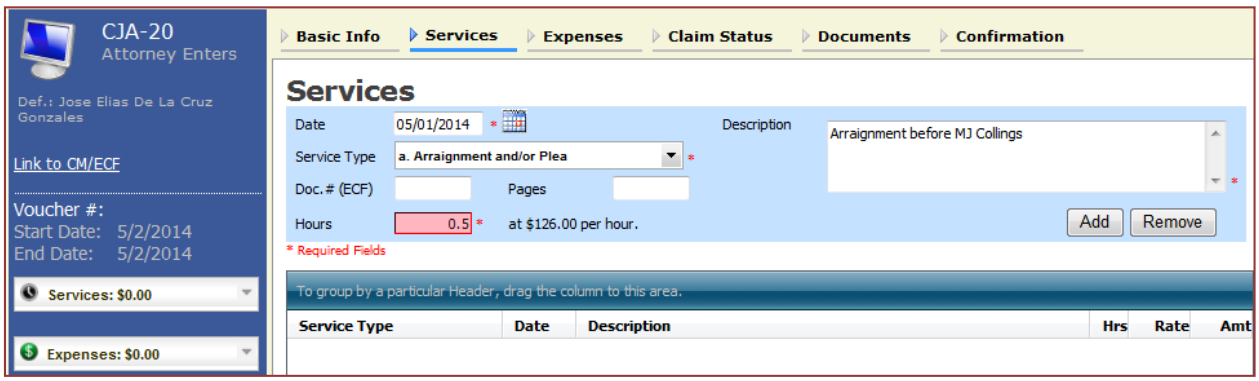
## Basic Info

Review the Basic Info screen. Be sure to notify the court's CJA help desk if any information is not correct.

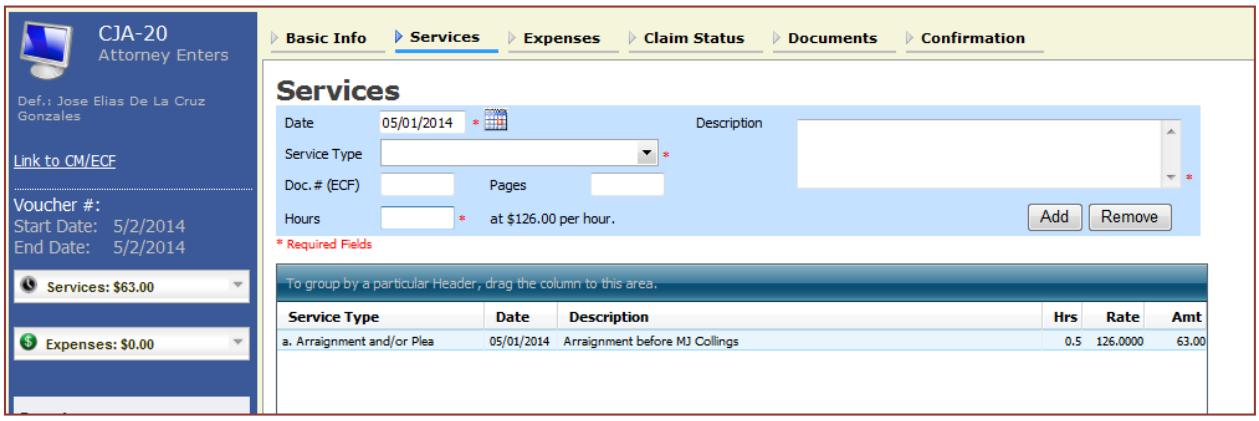
## Entering Services

Services provided by the appointed attorney are defined as either "in court" or "out of court." Enter the date the services were rendered, select the service type from the drop down menu and enter a detailed description in the description field.

The date of the service must be entered as mm/dd/yyyy. Enter the hours in tenths of an hour (e.g., .5). The system will calculate the fee per hour based on the date of the service.



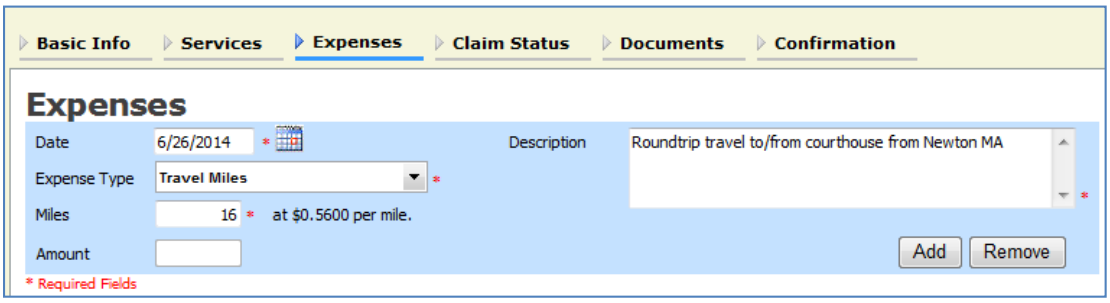

Click on ***Add***. The system will then update the tally for services on the left hand side of the screen. Be sure to click on ***Save*** regularly so that your information will not be lost.




At any point you may run the **Defendant Detail Budget Report** by clicking on that link from the left hand side of the screen. See the section later in this guide on reports.

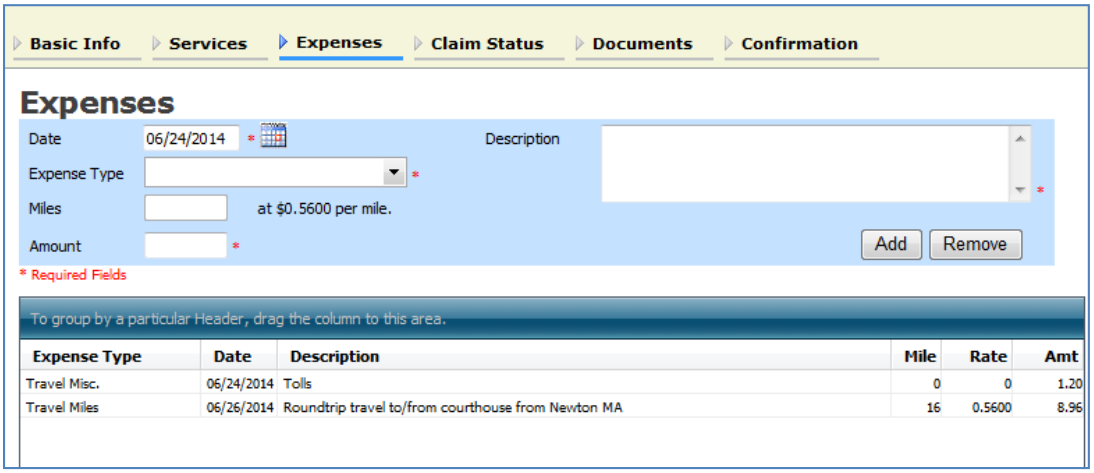
## Entering Expenses

To add your expenses, click on the Expenses tab at the top of the screen, or click on ***Save*** then on ***Next*** at the bottom of the screen.




When entering travel miles, enter the description (Example: "Roundtrip travel to/from courthouse from Newton MA."). Enter the number of miles. Do not enter the amount – the system will calculate that for you based on the allowed mileage rate for the date of travel. Click on ***Add***.

As information is added, it will be posted to the bottom portion of the screen.




You may return to the eVoucher program at any time, prior to submitting it to the court, to add additional services or expense information, or modify existing entries.

**NOTE:** Receipts are required for all out-of-district travel expenses, for any expense over $50.00, or for any expense over $25.00 for any in-district travel-related expenses.

Any claim for the cost of in-house photocopies must include the number of pages, and the rate charged. The amount cannot be greater than $.10 per page.

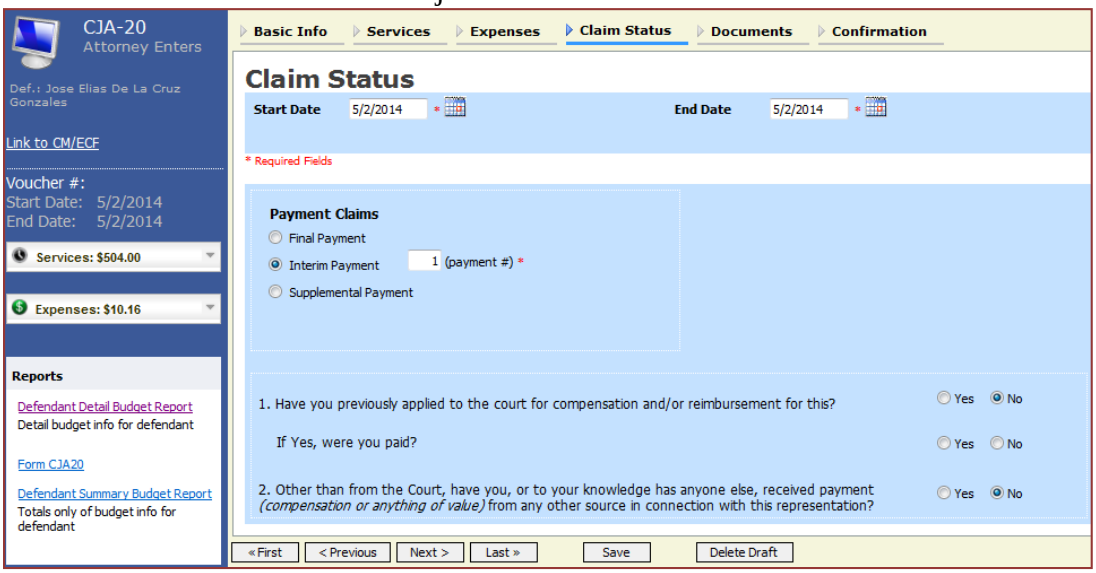
## Claim Status

**NOTE:** the questions asked on this screen relate <u>only to this voucher</u> – not to the case as a whole.

To submit your voucher for court approval and payment, click on Claim Status tab at the top of the screen. This tab asks the same questions as section 22 of the paper CJA 20.

Update the start and end dates as appropriate for this voucher, if you did not do so already.

Next, select what type of claim this is: Final, Interim or Supplemental. If it's an Interim Payment, you must add the payment number (1,2,3, etc.) in the field provided. It is important that this information is correct – the court will reject the voucher if the number is incorrect.




When the information is complete, click ***Next*** at the bottom of the screen.

## Supporting Documents

It's recommended that supporting documents, such as receipts and invoices, be added at the same time the related entry is added to the voucher.

**NOTE:** Adding a document to the eVoucher program is very similar to adding a document to an entry in CM/ECF. The same restrictions apply to the eVoucher program: each file must be a PDF and may not be larger than 10MB.

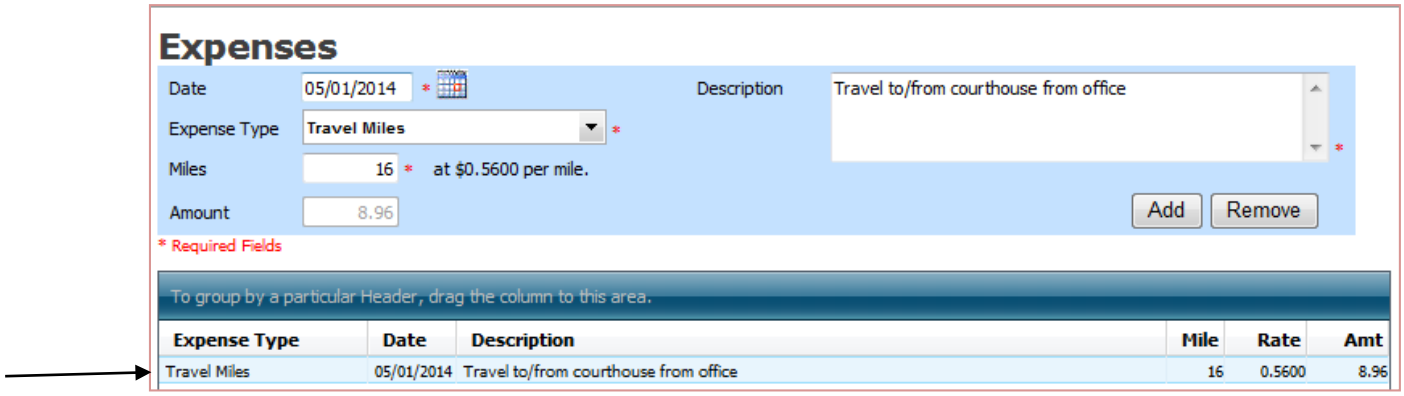
Click on ***Browse*** to search for your document. Enter a description and click on ***Upload***.

Repeat as necessary to add all supporting documents. Please remember that the clerk's office will return to you any voucher that does not contain the proper documentation.

## Editing Information on the CJA 20

Before submitting a voucher, you may edit or delete any information you have entered.

To do that, open the voucher as though you intend to add additional information. Go to the tab where the information to be corrected was posted (Services, Expenses or Documents) and highlight the entry to be corrected.



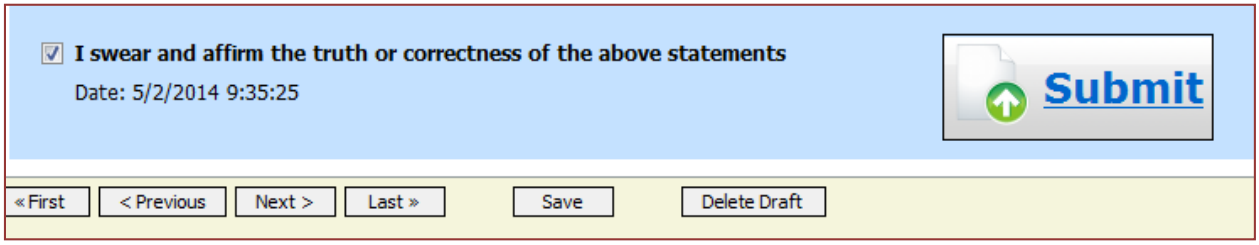

The information on that line will appear in the fields at the top of the screen. Type over the information to be corrected or use the drop down menu to change the expense or service type. Click on ***Add*** to update the existing entry.

## Confirmation/Submit Voucher

Click on the **Confirmation** tab to finalize your current voucher.

Review the information on the CJA 20. If anything is not correct, return to the tab for Services or Expenses to correct or add information. When your review is complete, click on the check box to "swear and affirm the truth or correctness of the above statements." That check mark constitutes your signature on the voucher.

Once you've placed the check box, the date (and time) will appear, and the **Submit** button will be available. Click on **Submit** to complete the submission process. The court will then review the voucher, and if appropriate, approve it for payment.




## Deleting Drafts

**NOTE:** Deleting a draft will remove the current unsubmitted voucher and all supporting information and documents from the eVoucher database.

You may delete a draft voucher by clicking on ***Delete Draft***. You cannot delete a voucher that has been submitted to the court unless it is returned to you. The deleted information cannot be retrieved.

## Voucher That Exceeds Authorized Amount

If the amount claimed is in excess of the statutory maximum, it will be necessary that you prepare and upload to eVoucher a detailed memorandum supporting and justifying your claim that the representation given was in an extended or complex case and that the excess payment is necessary to provide fair compensation. Guidance in drafting a memorandum is available in Appendix I of this guide.

## Returned Voucher/Document

The voucher will be reviewed by court staff for required elements. If that review finds that certain information or documentation is missing, the voucher will be returned and an email will be generated by the eVoucher system. The email will contain the reason(s) the document is being returned and any instructions from the court.

Here is a sample email:

To: [Perry Mason],

Date: 5/5/2014 8:40:20 AM.

---

Document 0101.0000014 submitted for your appointment in case USA v. Gonzales 1:13-CR-10019 is being returned to you for the following reason(s):

Additional documentation needed for services rendered 5/1/14

The document can be accessed via the CJA eVoucher program at http://circ01-evapp.ada.dcn/CJA_max_test/CJAeVoucher.

Please make the requisite changes and resubmit the document to the court.

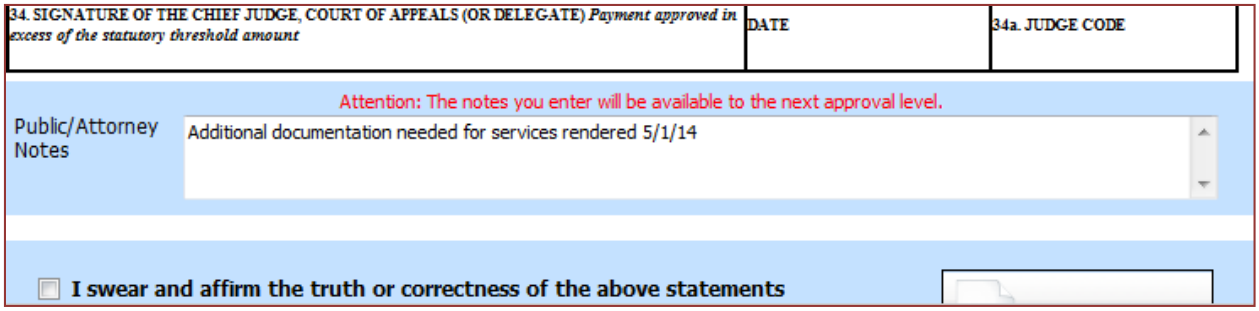
---

Regards,
US District Court, District of MA

## Correcting/Updating a Returned Voucher

The document will appear in the **My Active Documents** portion of your home page with a yellow/gold background. Click on the voucher number to update and resubmit the voucher.

The information on why the voucher has been rejected is also found on the Confirmation page of the voucher, in the **Public/Attorney Notes**.

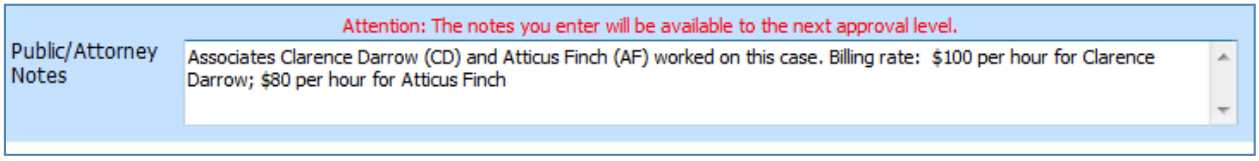



When the necessary changes or additions have been made, go to the Confirmation tab and check the box to "swear and affirm…." and then click on "Submit."

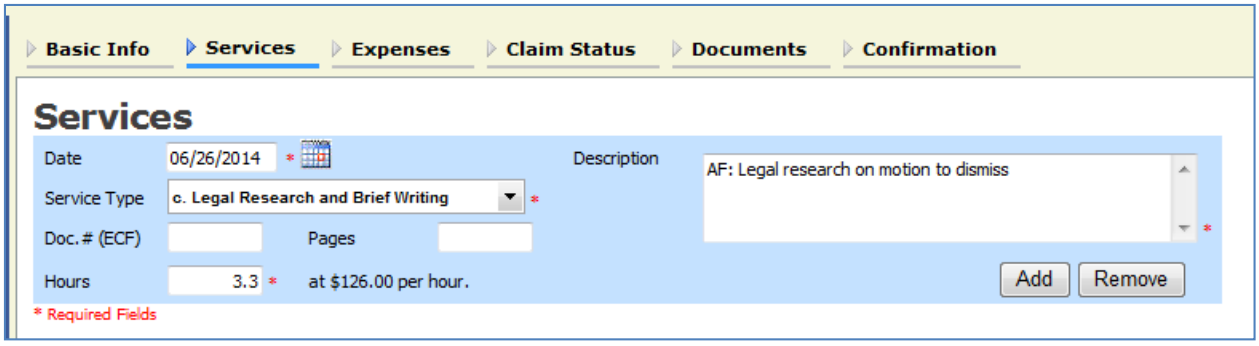
## Services Performed by an Associate or Partner

Services performed by an associate or partner should be included on your CJA 20 voucher.

Please use the public notes section on the confirmation tab to notify the court that an associate or partner is included in the billing. Be sure to add the billing rate for each individual if the rate is less than the statutory CJA rate. Upload any documentation if a formal request regarding their participation in the case was made to the court.




When adding services or expenses relating to the work of an associate, be sure to include the initials for that associate in the description field. The initials should precede the description.




Clerk's office staff will adjust the rate for each item attributed to an associate or partner (if that work was billed at a rate lower than the statutory rate).

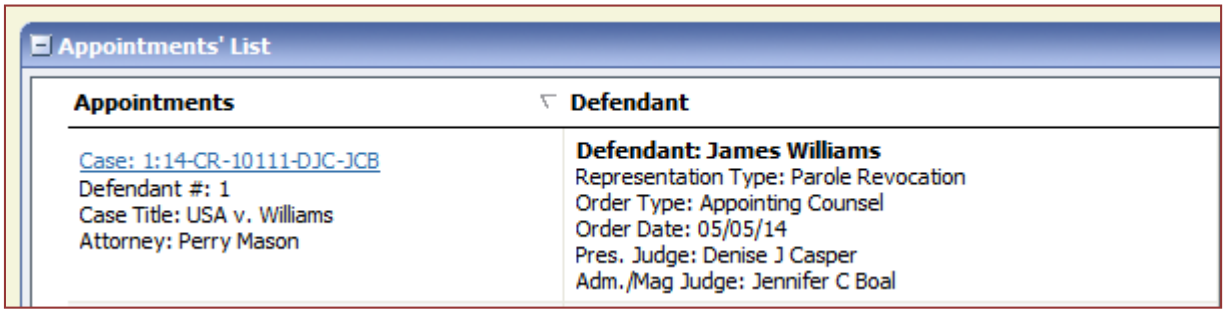
## CJA21 Vouchers

Follow the same instructions as above to **Create a Voucher/Document** but select the option for CJA-21 Voucher.

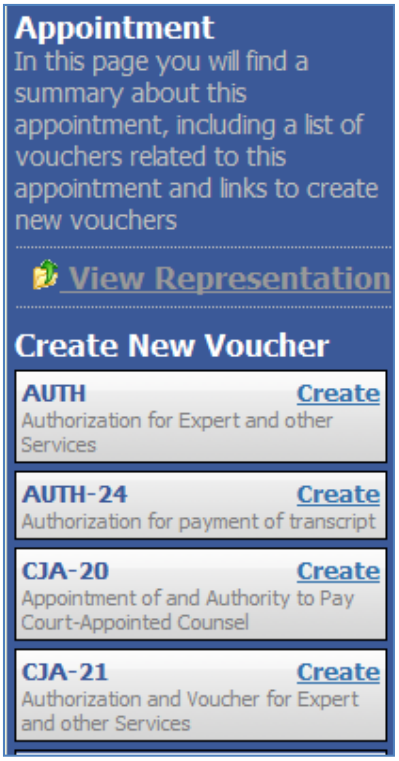
Submitting a CJA 21 voucher is a two-step process. First you will create the voucher on behalf of the service provider and submit it to the system. Then you'll return to your home page and select the voucher from your list of **My Service Provider's Documents** to approve it for payment.

## Creating a CJA 21 Voucher

Click on the docket number in the Appointments List on your home page.

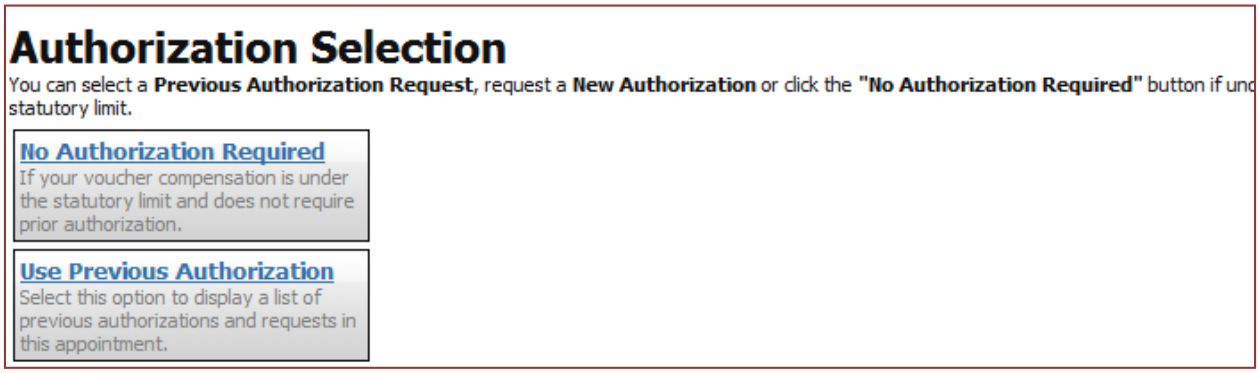


Click on ***Create*** from the menu bar on the left side of the screen for a CJA-21.



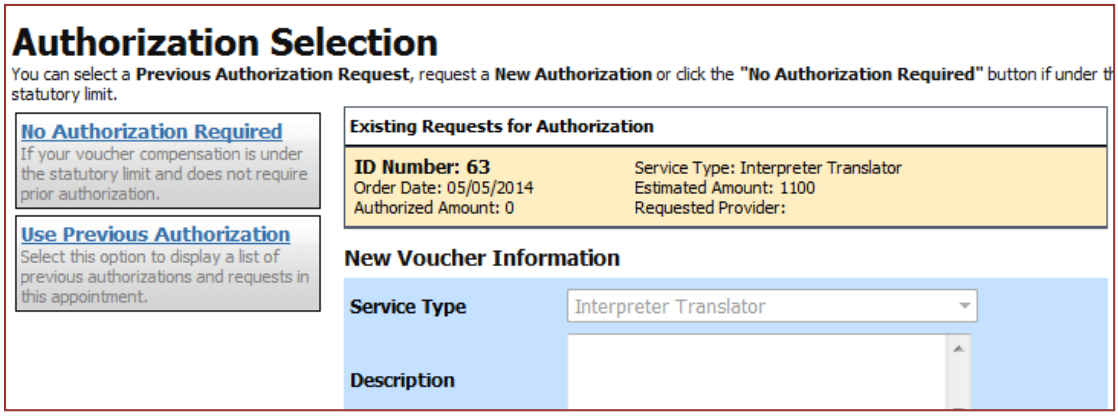

If the request for payment does not require an advance authorization (for expenses of $800 and under), click on ***No Authorization Required***. If you have a previous authorization that has been submitted and approved by the court in eVoucher, click on ***Use Previous Authorization***.

Please see the section earlier in this guide for information on creating Authorizations.




If you've selected ***Use Previous Authorization*** the right hand side of the screen will be populated with any approved requests for authorization. In this example, there is just one.

Click on the appropriate authorization at the top of the screen and complete the required fields.



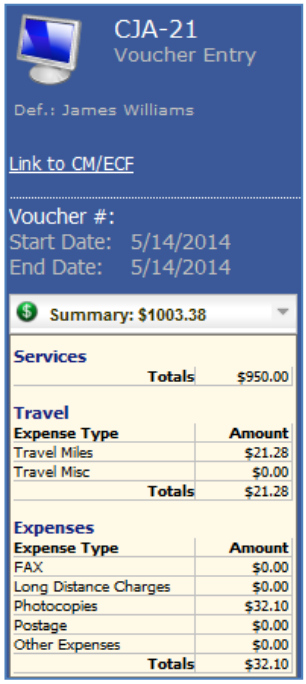

Select the expert from the drop down list.

If the provider name is not listed, complete the required fields (Name, SSN/EIN, etc.), then click on ***Create Voucher***.

**NOTE:** While you may enter payment information for an expert who has not yet been approved by the court and added to the system, you will not be able to submit a voucher for the expert until the court approves the expert. See the section elsewhere in this guide on **Entering an Expert Not in the System**.

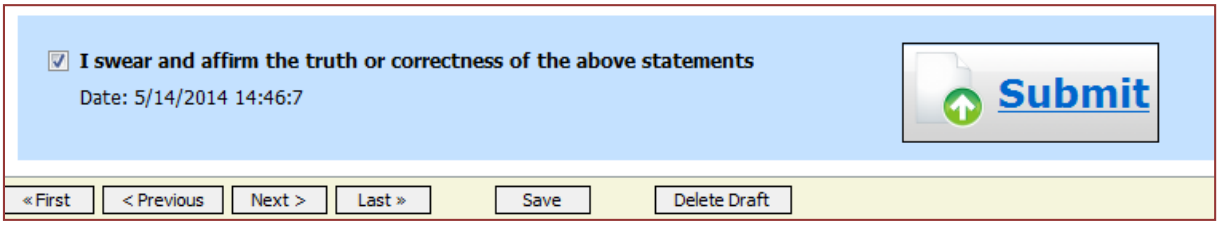
Just as you would for a CJA 20 voucher, complete the information required under Services, Expenses, Claim Status and Documents.
You may enter one summary line for all services performed. You must attach on the Documents page a detailed itemized invoice provided by the service provider.

Please notice that as you add information and expenses, the summary on the left side of the screen is updated.

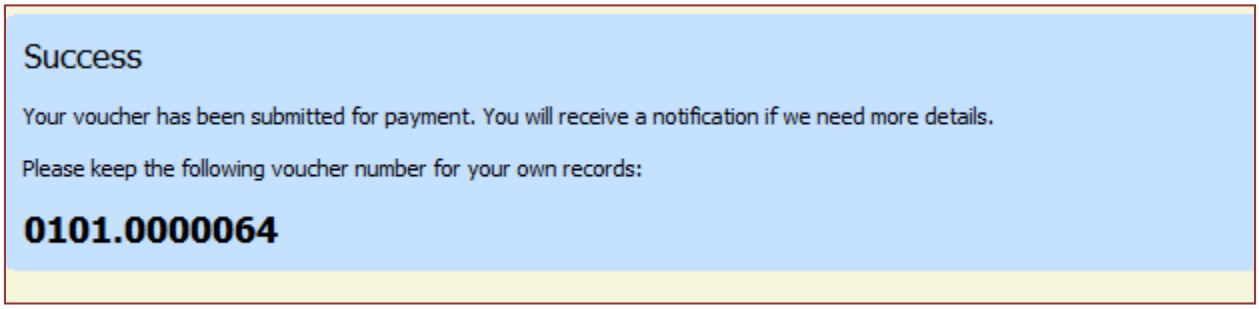


When all the information is submitted, click on the **Confirmation** tab.

Click on the box next to "I swear and affirm…" and then on ***Submit***.



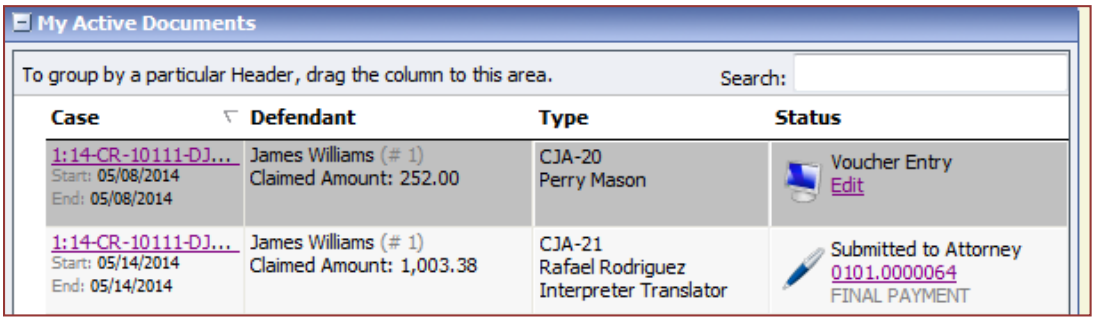

A success message will be displayed once the voucher is successfully submitted.




## Approval and Submission of CJA 21 Vouchers

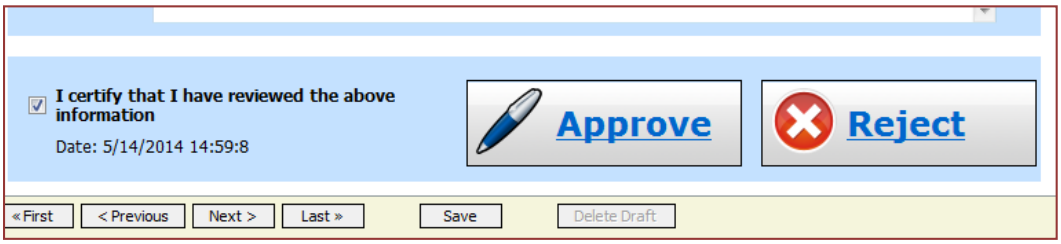
You should now return to the home page and find the voucher under **My Active Documents**. (Remember: the entries in each of these folders may be sorted by case, defendant, type or status.)

Select the voucher that has **Submitted to Attorney** as the status, and the same voucher number displayed in the success message. In this example, click on the voucher number: 0101.0000064.




Review the information you previously submitted, tab by tab.

When all the information has been reviewed, tab by tab, click on the box next to "I certify that I have…." and then on ***Approve***.



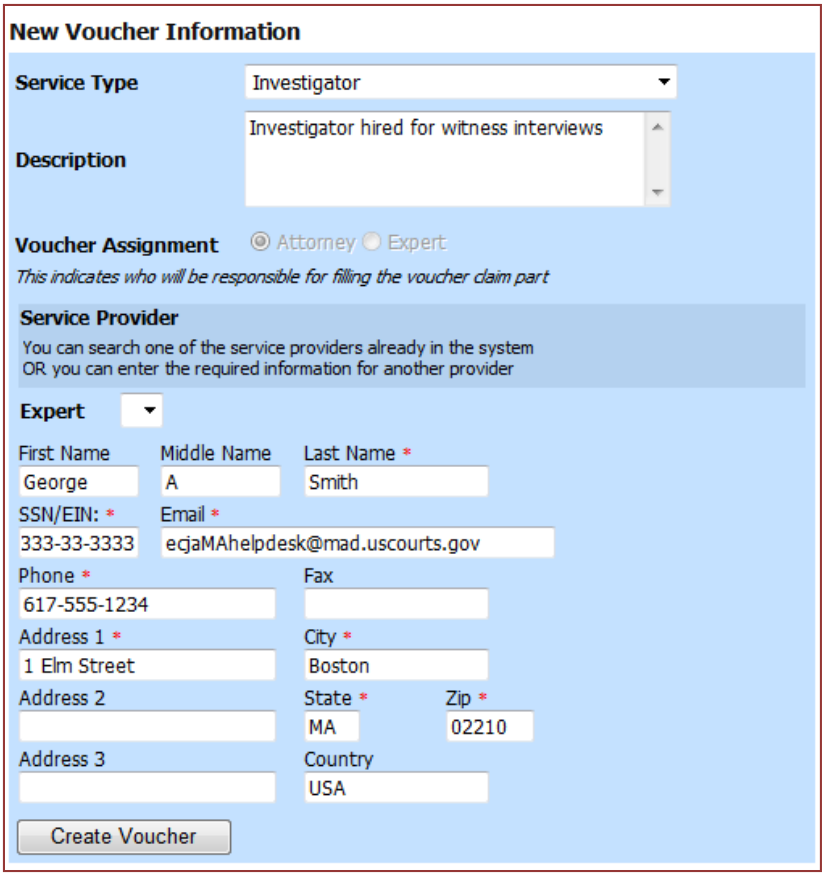

Another success message will be displayed when it has been submitted to the court.

## Entering an Expert Not in the System

Use the drop down list to find the expert. If the expert to be paid is not in the court's eVoucher system, complete the required fields and click on ***Create Voucher***.

**NOTE:** While you may enter payment information for an expert who has not yet been approved by the Court and added to the system, you will not be able to submit a voucher for the expert until the Court approves the expert.

Court staff will review the expert's information, and send an email once it has been verified and added to eVoucher for billing.

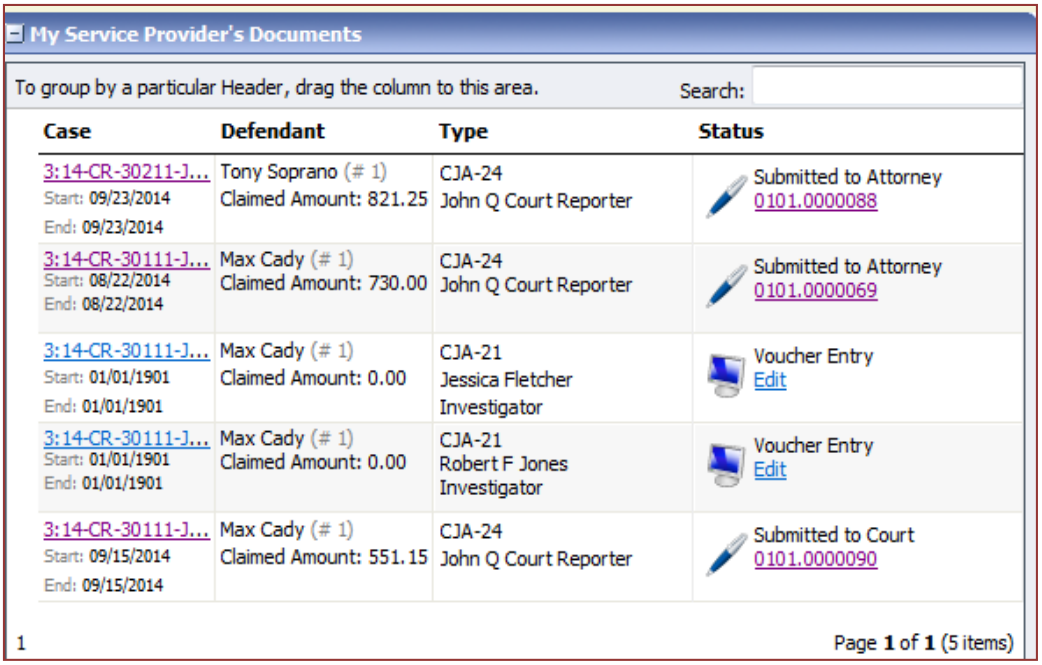



## CJA 24 Vouchers

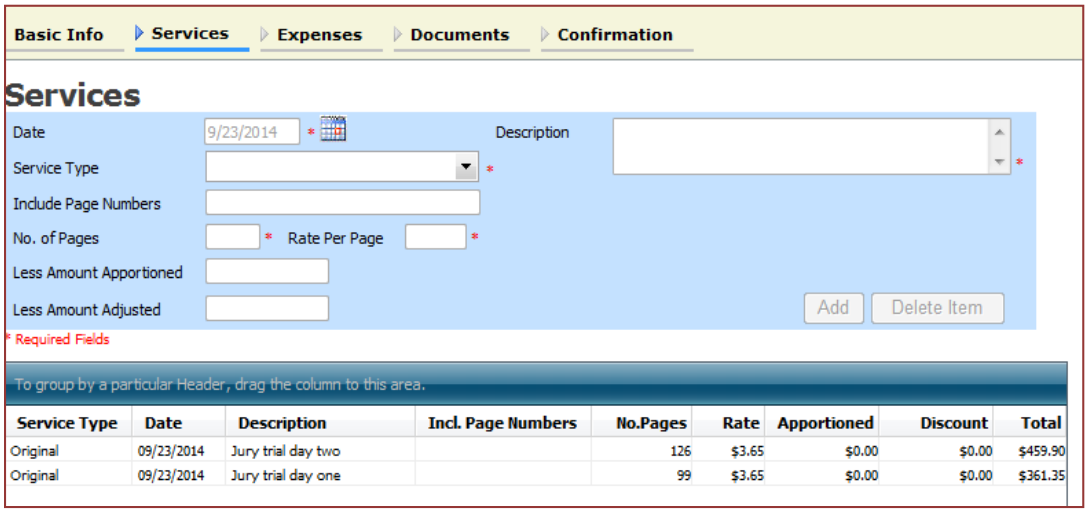
Once the court has approved your request for authorization of transcripts, a CJA 24 voucher will be initiated by court staff for the court reporter.

The court reporter will complete the CJA 24 voucher, which will include information on each transcript prepared (number of pages, and cost per page).

Once submitted by the court reporter, the voucher will appear on your home page, under "My Service Provider's Documents" with a status of "Submitted to Attorney."




You should open the voucher by clicking on the hyperlink under "Submitted to Attorney." Review the submitted information found under services: what transcripts were prepared, and the number of pages for each.




If the information is correct, click on the Confirmation tab, place a check mark next to "I certify that I have reviewed the above information" and then click on Approve.

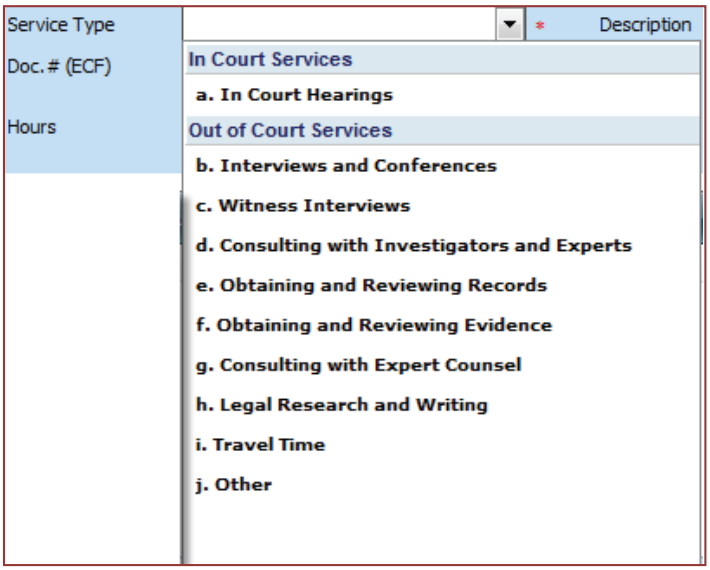
If any information is not correct, make a note of what is not correct in the Public/Attorney Notes field and click on Reject.

If approved, the voucher will be reviewed by court staff and submitted to the court for approval and payment. If not approved (rejected) by the attorney, it will be returned to the court reporter for correction.

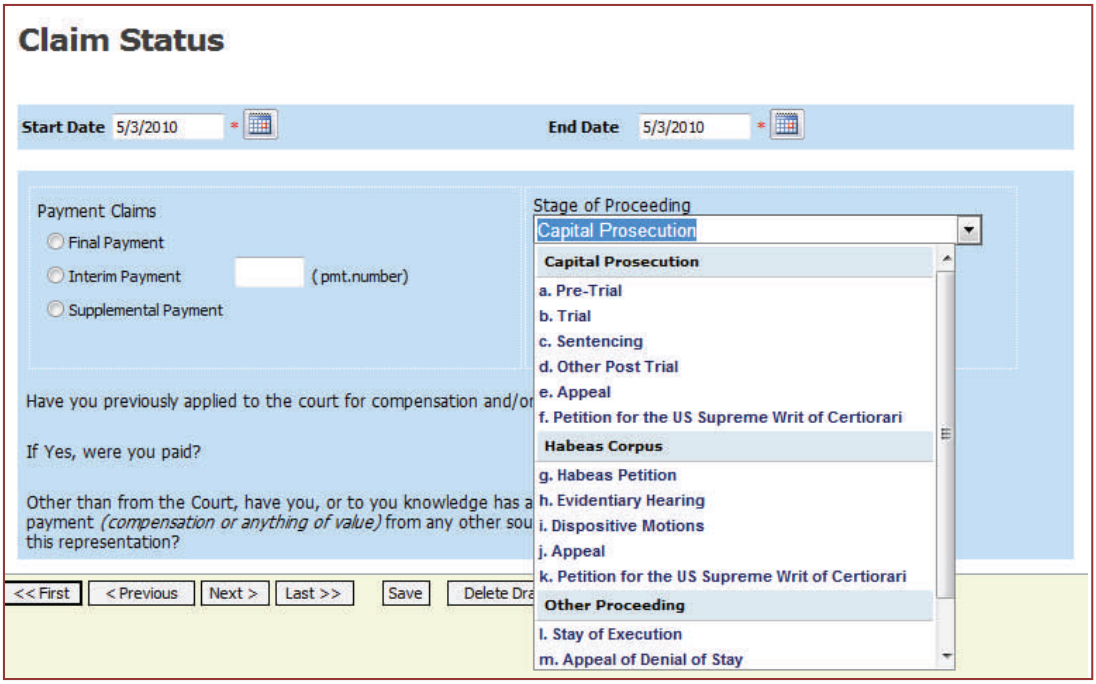
## CJA 30 And 31 Specifics

CJA 30 vouchers function in the same manner as CJA 20 vouchers, other than:

- The **Service Type** drop down list is different on the **Services** page.




- CJA 30 and 31 vouchers have a mandatory **Stage of Proceeding** drop-down box on the **Claim Status** page which the other vouchers do not have.


Claim Status
Start Date 5/3/2010
End Date 5/3/2010
Payment Claims
Final Payment
Interim Payment
(pmt.number)
Supplemental Payment
Stage of Proceeding
Capital Prosecution
Capital Prosecution
a. Pre-Trial
b. Trial
c. Sentencing
d. Other Post Trial
e. Appeal
f. Petition for the US Supreme Writ of Certiorari
Habeas Corpus
g. Habeas Petition
h. Evidentiary Hearing
i. Dispositive Motions
j. Appeal
k. Petition for the US Supreme Writ of Certiorari
Other Proceeding
l. Stay of Execution
m. Appeal of Denial of Stay
Have you previously applied to the court for compensation and/or
If Yes, were you paid?
Other than from the Court, have you, or to you knowledge has a
payment (compensation or anything of value) from any other sou
this representation?
<< First
< Previous
Next >
Last >>
Save
Delete Dra

## Monitoring Status of Funds

You can, and are encouraged. to monitor the status of funds for your representations and experts by reviewing budget reports.

To run a budget report, open the appointment from your home page.

Reports are listed on the left side of the screen, below the links to create authorizations and vouchers.

Select either the Defendant Summary Report or the Defendant Detail Report.

These reports will display

- Current amount approved for the representation
- Voucher amounts that has been approved
- Voucher amounts that are still pending approval
- Remaining balances
- Each authorization for expert services and the amounts listed above

The detail report will itemize each voucher.

The summary report will present a summary of the vouchers.

The reports will also list each authorization for expert services, the amount approved for each authorization, and the amounts as listed above.

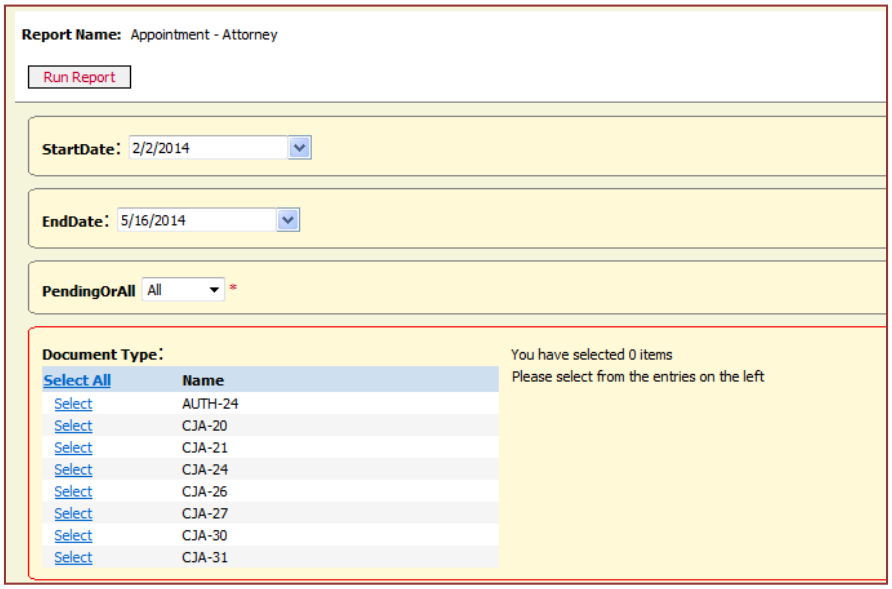
Samples of these reports are attached as appendices to this guide.

## Reports

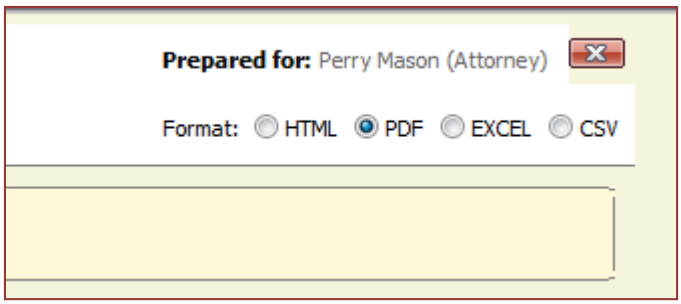
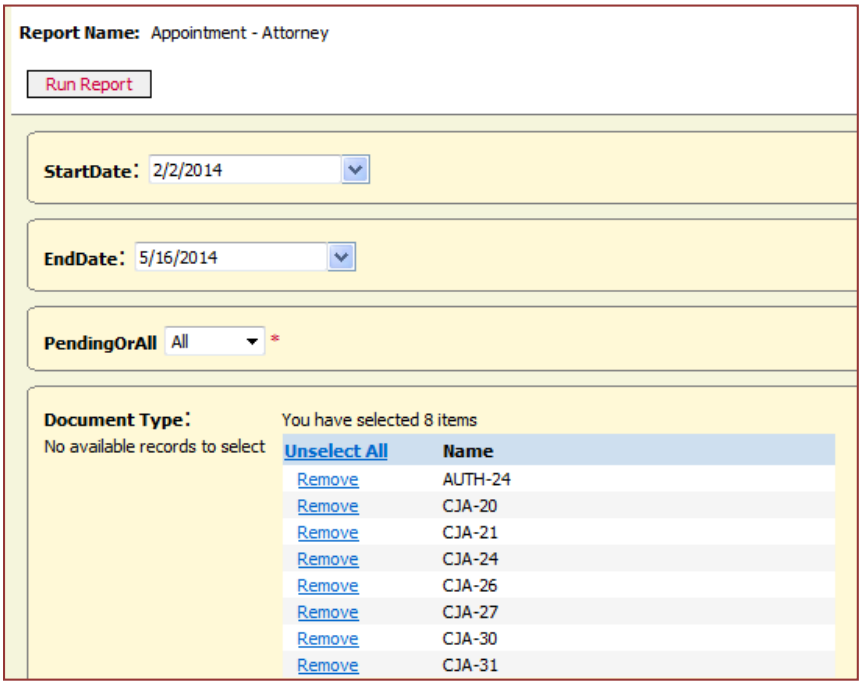
Two other reports are available to attorneys. Please note that the report function in this system may take a little while to run.

Click on Reports from the blue menu bar.

To run either report, select your criteria:




Then choose the format for your output (found on the top right corner of the screen):



Click on “Run Report” (found on the top left corner of the screen).