



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual



Eastern District of Virginia

Release 6.0

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Introduction

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

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider, or by the attorney acting for the service provider.
- Online voucher review and submission by the attorney.
- Online 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, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc. **(DO NOT USE THIS FEATURE)**

Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

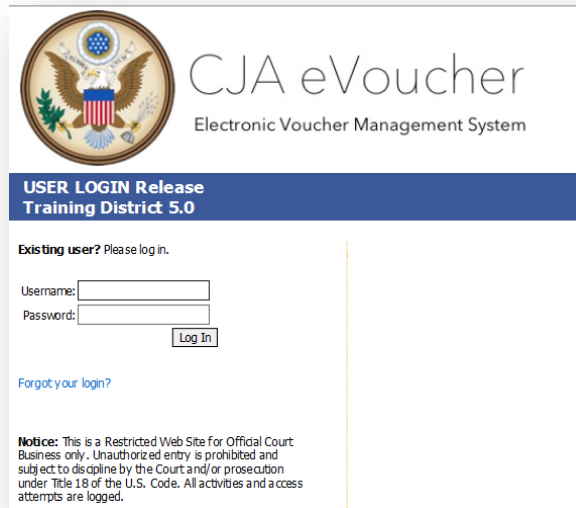
Court Appointment

When you accept an appointment, your appointment will be added to the case representation in eVoucher, and an email will automatically be generated to you by the program. The email confirms the appointment and provides a link to the CJA eVoucher program.

VERY IMPORTANT! Notify the Clerk's Office if your contact information changes and maintain it in eVoucher.

Accessing the CJA eVoucher Program

Your court provides information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click **Log In**.



The screenshot shows the login interface for the CJA eVoucher system. At the top left is the official seal of the Eastern District of Virginia. To its right, the text reads "CJA eVoucher" and "Electronic Voucher Management System". Below this is a blue header bar with the text "USER LOGIN Release" and "Training District 5.0". The main content area contains a section for existing users to log in, with fields for "Username:" and "Password:" and a "Log In" button. A link for "Forgot your login?" is also present. At the bottom, a notice states: "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."

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your Login?** hyperlink. Enter your user name or email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

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

An email with instructions on how to reset your password was sent to the email address stored on our system.

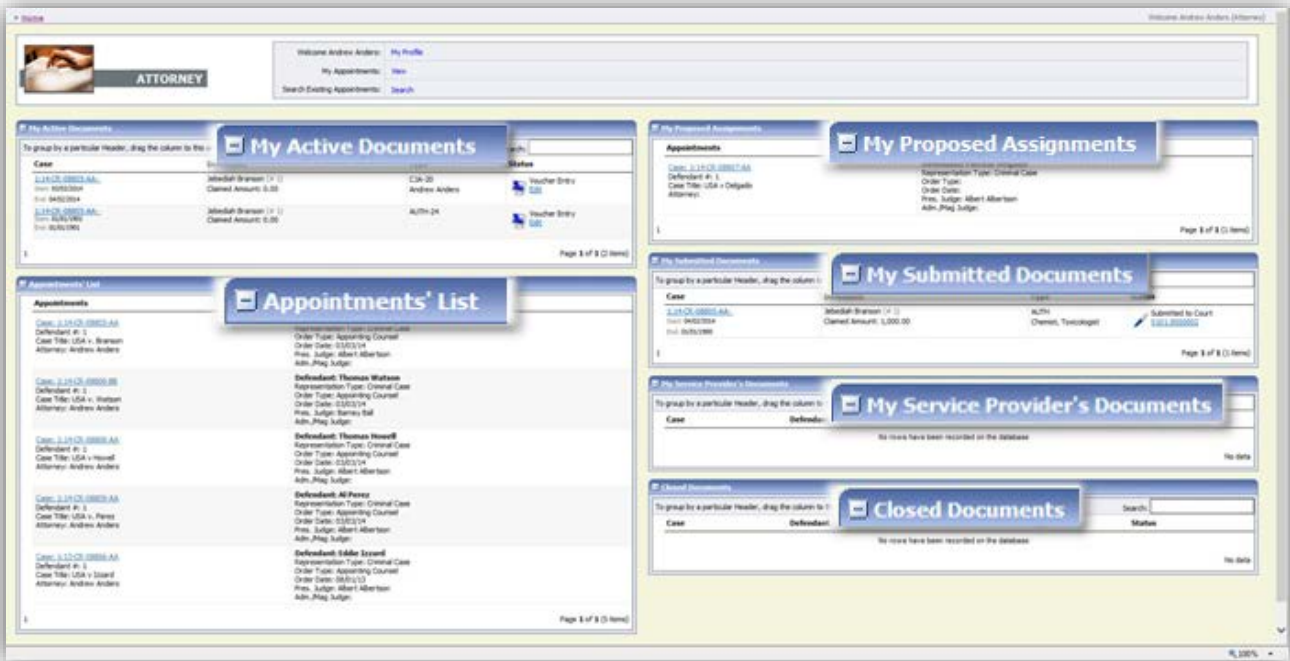
IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Username: and/or
Email:

Home Page

Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.



Folder Name	Contents
My Active Documents	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> •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	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.



Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Logout	Click to log off of the eVoucher program.

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  appears.

Step 2


Click and drag the folder to the new location.

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, Description, 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.

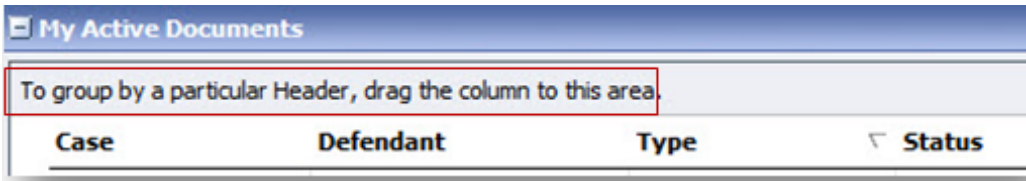
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (cont'd)

Group by column heading: You may sort all the information within a folder by grouping documents by column heading. All folders displaying the group header bar can be sorted in this manner.

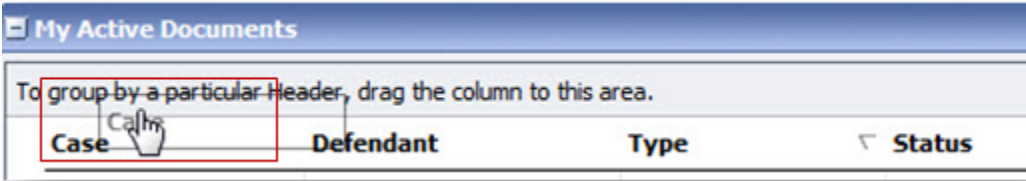
Step 1

Click in the header for the column you wish to group.



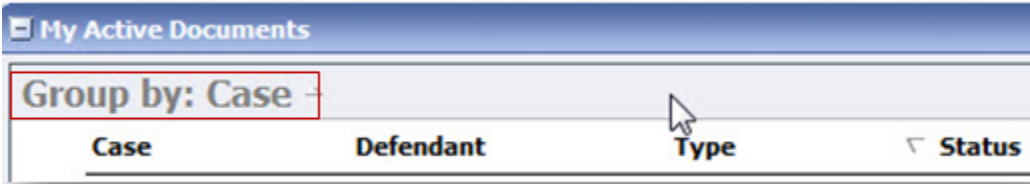
Step 2

Click and drag the header to the **Group by:** header bar.



Step 3

All the information in that folder is now grouped and sorted by that selection.

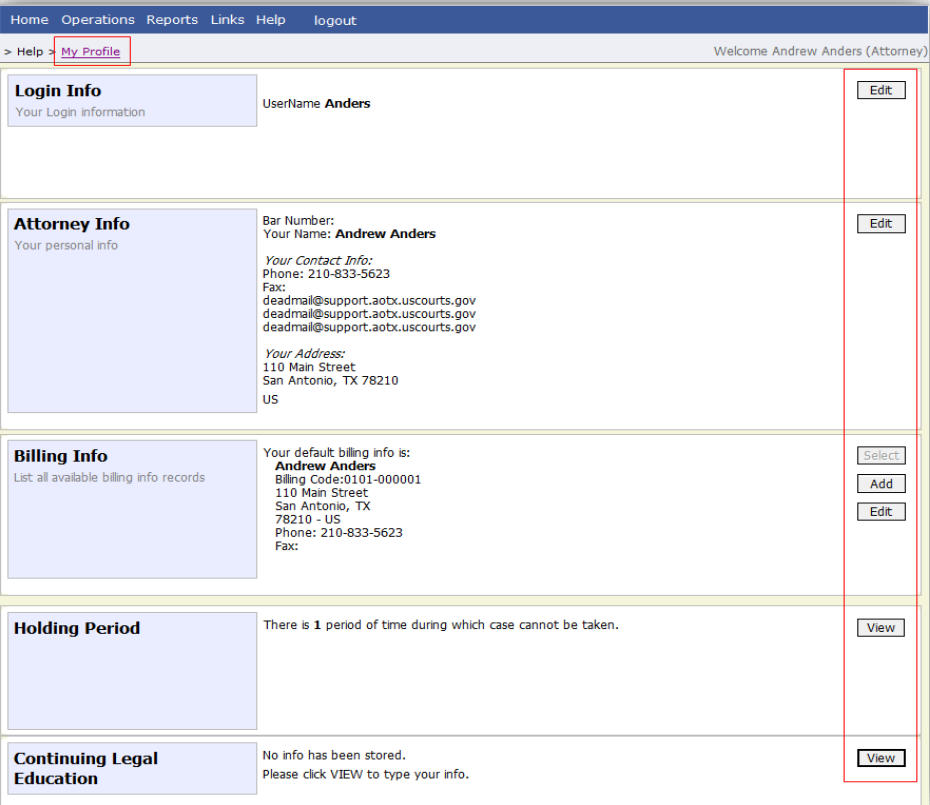
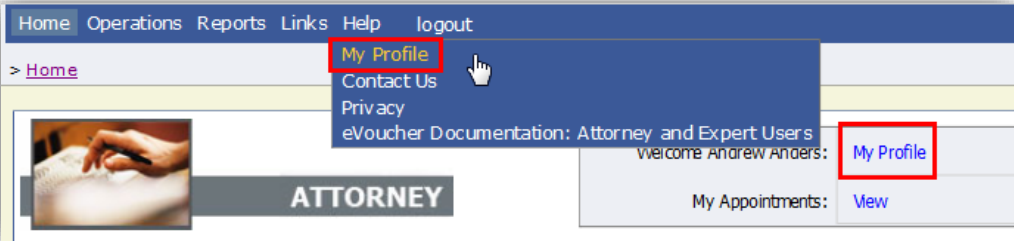


My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which you will be out of the office (Holding Period section). **(DO NOT USE THIS FEATURE)**
- Document any CLE attendance.

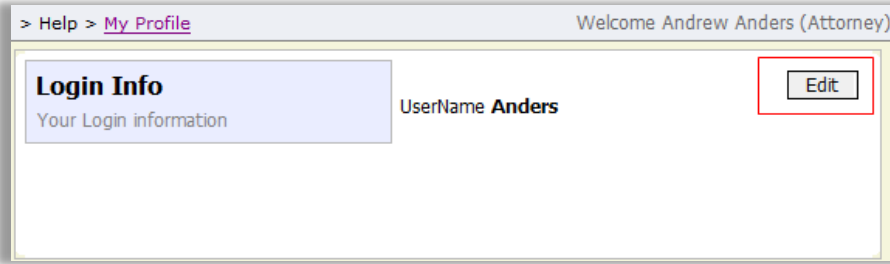
Click the **My Profile** hyperlink from either the Home page or the **Help** menu bar to access the My Profile page.



Changing My Profile User Name and Password

Step 1

In the Login Info section, click **Edit** to change your password.

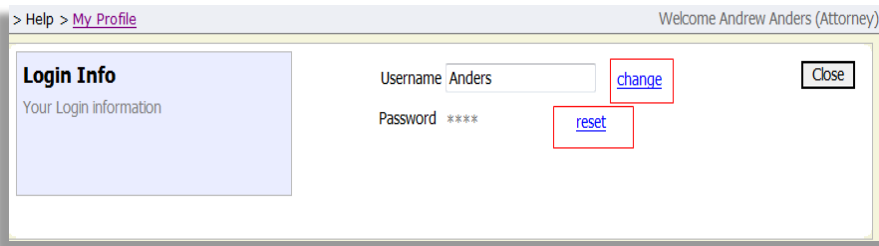


Step 2

To change your user name, type the new user name and click the **change** hyperlink. The “The Username has been changed” message appears. **(DO NOT CHANGE YOUR USERNAME)**

Step 3

To reset your password, click the **reset** hyperlink.



Step 4

Enter the new password, and then reenter it in the **Confirm** field.

Step 5

Click **Reset** to save.

The screenshot shows a web browser window with the address bar containing '> Help > My Profile'. The main content area is titled 'Login Info' with the subtitle 'Your Login information'. On the right side, there are three input fields: 'Username' with the value 'Anders' and a 'change' link; 'Password' with masked characters and a strength indicator '* Strength:Strong'; and 'Confirm' with masked characters. Below these fields are two buttons: 'Reset' and 'cancel'. Red boxes highlight the 'Reset' button and the password strength indicator.

Step 6

Click **Close** to exit the Login Info section.

The screenshot shows the same web browser window as in Step 5. The 'Login Info' section is still visible. The 'Username' field now contains 'Anders' and has a 'change' link. The 'Password' field is masked with '****' and has a 'reset' link. A 'Close' button is now visible in the top right corner of the 'Login Info' section, highlighted with a red box.

Attorney Info

In the Attorney Info section, click **Edit** to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

[Edit](#)

Make any necessary changes, and then click **Save**.

Attorney Info
Your personal info

*** Required Fields**

Bar Number

Tax Identification Number: * (If on Panel)
SSN:
Confirm:

First Name * Middle Last Name *
Andrew Anders

Main Email *
deadmail@support.aobx.uscourts.gov

2nd Email
deadmail@support.aobx.uscourts.gov

3rd Email
deadmail@support.aobx.uscourts.gov

Phone * Cell Phone Fax
210-833-5623

Address 1 * City *
110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
 TEXAS 78210

Address 3 Country *
 UNITED STATES

[Save](#)
[cancel](#)

Notes:

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select that check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

Step 1

In 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.

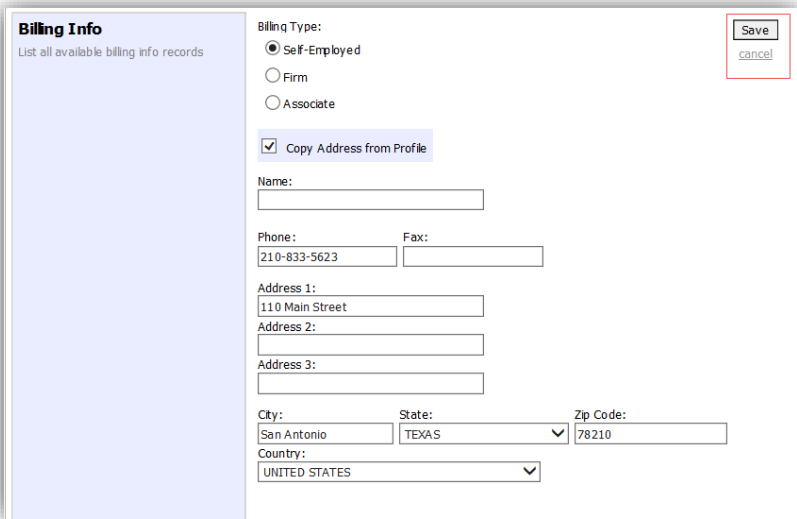


Notes:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box 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.

The screenshot shows a form titled "Billing Info" with a sub-header "List all available billing info records". On the right side, there are three radio buttons for "Billing Type": "Self-Employed", "Firm" (which is selected), and "Associate". Below these is a "Tax Identification Number" section with two input fields labeled "EIN/TIN:" and "Confirm:". A checkbox labeled "Copy Address from Profile" is checked. Below that are input fields for "Name:", "Phone:", "Fax:", "Address 1:", "Address 2:", and "Address 3:". At the bottom, there are dropdown menus for "City:", "State:", "Zip Code:", and "Country:" (currently set to "UNITED STATES"). In the top right corner, there are "Save" and "cancel" buttons.

The screenshot shows the same "Billing Info" form, but with the "Associate" radio button selected. A red asterisk icon and the text "= Required Fields" are visible above the "Billing Type" section. The "Billing Code:" input field and its "Verify" button are highlighted with a red box.

Notes:

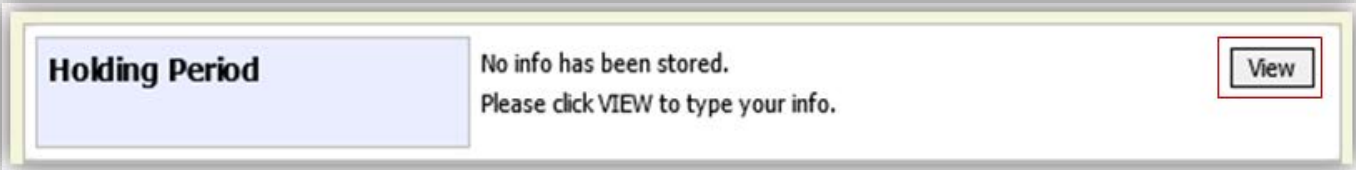
- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing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

Holding Period – (DO NOT USE THIS FEATURE)

Holding periods can be used for medical leave, vacation, etc. During this time, you are not given a new assignment.

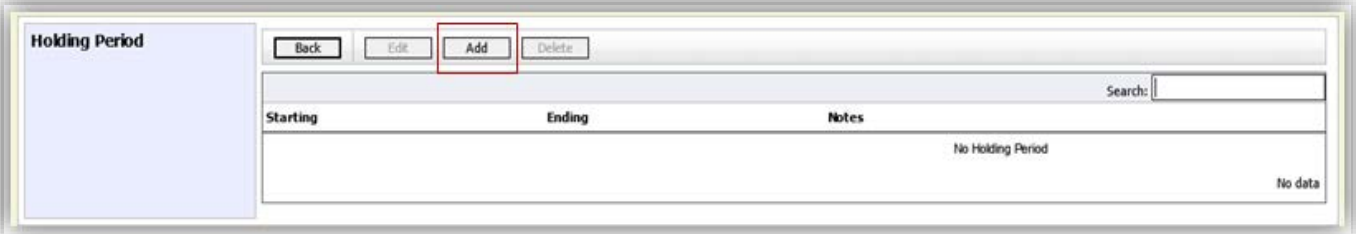
Step 1

In the Holding Period section, click **View**.



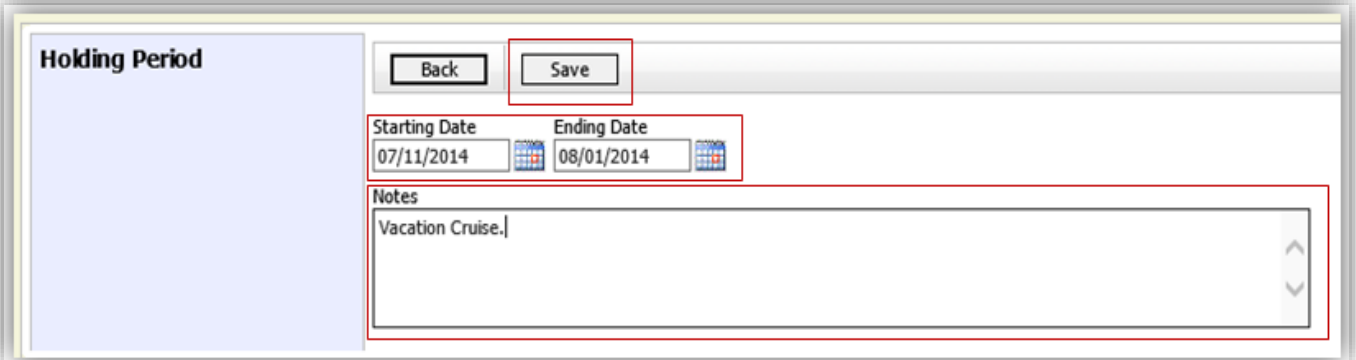
Step 2

Click **Add**.



Step 3

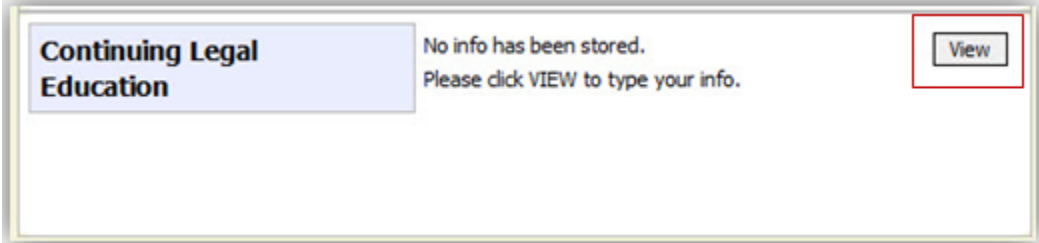
In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.



Continuing Legal Education

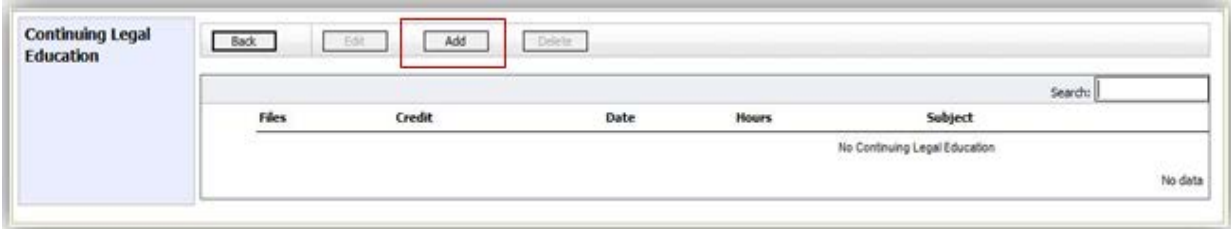
Step 1

In the Continuing Legal Education section, click **View** to access your CLE information.



Step 2

To add CLE information, click **Add**.

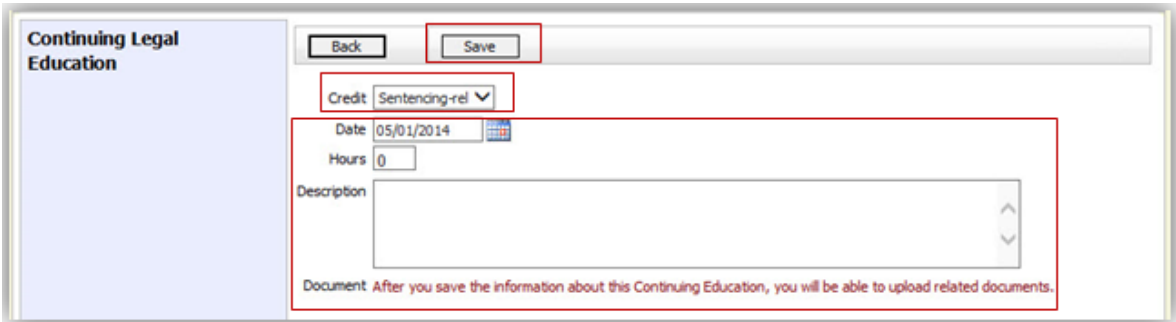


Step 3

Click the **Credit** drop-down arrow to select CLE categories.

Step 4

In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.



Note: After you save information, you can upload related PDF documents.

Continuing Legal Education (cont'd)

Step 6

Click **Browse** to upload and attach a PDF document. Click **Save**.

The screenshot shows a form for adding a new entry. At the top, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the buttons, there are fields for 'Credit' (a dropdown menu with 'Sentencing-rel' selected), 'Date' (a date picker showing '05/15/2014'), and 'Hours' (a text input with '0'). There is a large 'Description' text area. At the bottom, there is a 'Document' field with a 'Browse...' button highlighted in red.

Note: All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking a button.

The screenshot shows a grid of entries. At the top, there are 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Edit' and 'Delete' buttons are highlighted with red boxes. The grid has a search bar and a table with the following columns: Files, Credit, Date, Hours, and Subject. The table contains one entry with 0 credit, dated 05/15/2014, and 0 hours. The page number '1' and 'Page 1 of 1 (1 items)' are visible at the bottom.

Files	Credit	Date	Hours	Subject
0	Sentencin...	05/15/2014	0	

Appointments' List

On your home page, locate the Appointments column in the Appointments' List section.

Step 1

Click the case number hyperlink to open the Appointment Info page.

Appointments' List

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

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](#) Authorization for Expert and other Services
- [AUTH-24](#) Authorization for payment of transcript
- [CJA-20](#) Appointment of and Authority to Pay Court-Appointed Counsel
- [CJA-21](#) Authorization and Voucher for Expert and other Services
- [CJA-26](#) Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court
- [TRAVEL](#) Authorization for payment of Travel

Reports

- [Appointment Report](#)
- [Defendant Detail Budget Report](#) Detail budget info for defendant
- [Defendant Summary Budget Report](#) Totals only of budget info for defendant
- [Attorney Time Report](#)

Appointment Info

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Fees (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		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 Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 New Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

Page 1 of 1 (7 items)

View Representation

Clicking the **View Representation** hyperlink displays the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 2

In the Appointment section, click the **View Representation** hyperlink.



Step 3

On the menu bar at the top of the page, click **Home**.

Home Operations Reports Links Help logout

Representation
In this page you can access information of an existing representation.

Reports

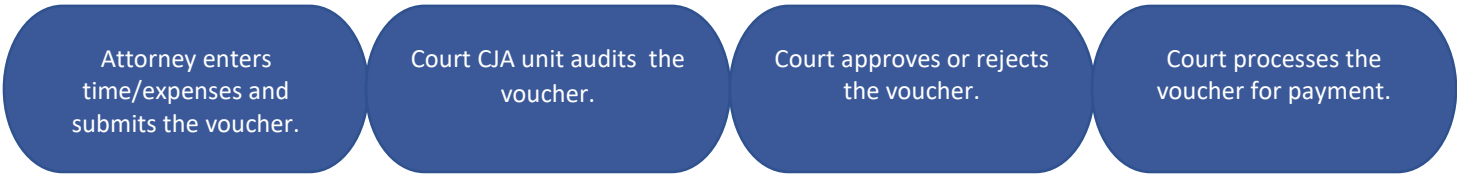
[Representation Report](#)

Representation Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

CJA-20 Voucher Process Overview

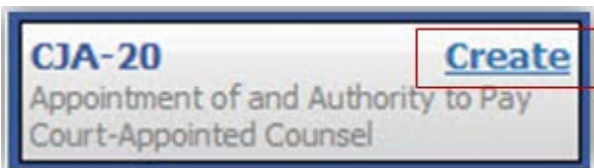


Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 Voucher.

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

In the Appointment section, from the CJA-20 Voucher template, click the **Create** hyperlink.



The voucher opens the Basic Info page, which displays the information in the paper voucher format.

Tab headings appear at the top of the screen.

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		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 Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info
 Preferred Payee: Andrew Anders
Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

A progress bar appears at the bottom of the screen.

Notes:

- To avoid data loss, frequently **save** any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

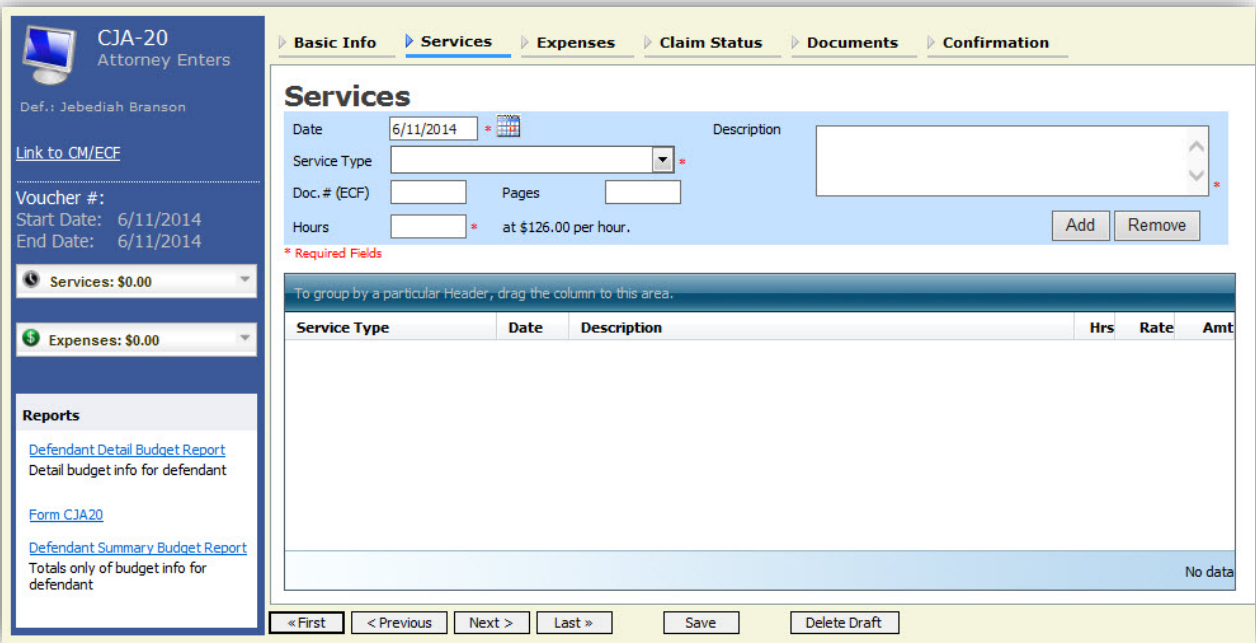
Entering Services

Line-item time entries should be entered on the **Services** tab. Both in-court and out-of-court time should be recorded here.

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

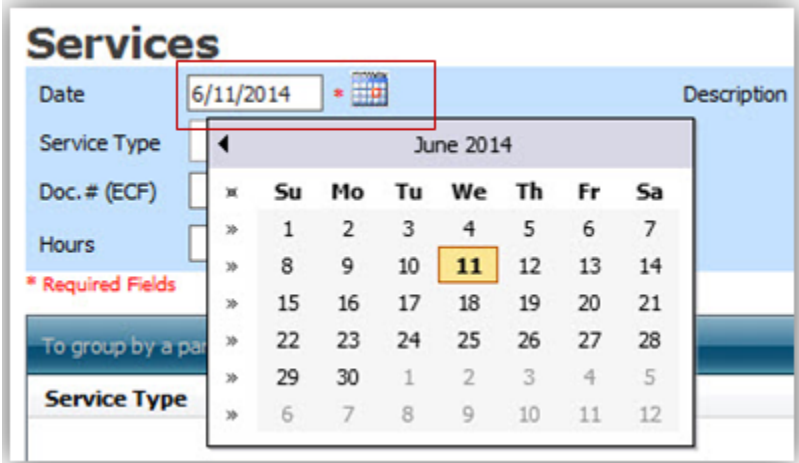
Step 1

Click the **Services** tab, or click **Next** on the progress bar.



Step 2

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.



Services (cont'd)

Step 3

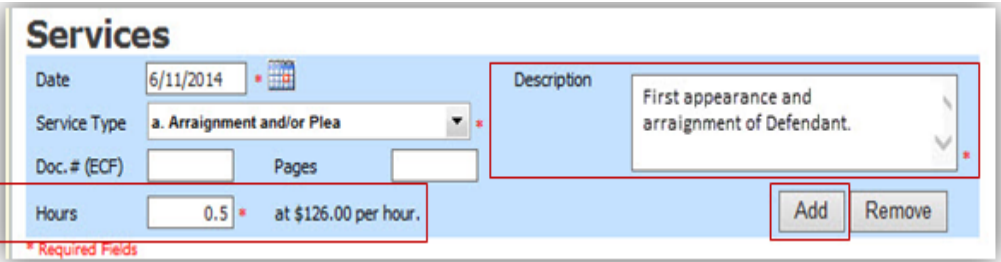
Click the **Service Type** drop-down arrow and select the service type.



Note: You can add dates in any order, or sort in chronological order at any time.

Step 4

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.

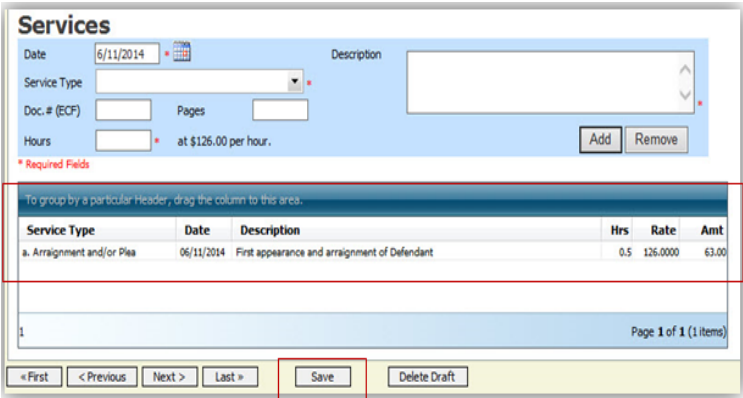


The entry is added to the voucher, and appears at the bottom of the Service Type column.

Note: You may add time in any order. Click an entry to edit.

Step 5

The Date header sorts by date. Be sure to click **Save**.



Entering Expenses

Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

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

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: at \$0.5600 per mile.
Amount: *
Description: *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

<< First | < Previous | Next > | Last >> | Save | Delete Draft

Step 2

Click the **Expense Type** drop-down arrow and select the applicable expense.

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: *
Amount: *

* Required Fields

To group by a p... s a

Expense Type
Travel Miles
Travel Misc.
Fax
Long Distance Charges
Photocopies
Postage
Other Expenses

<< First | < Previous | Next > | Last >>

Entering Expenses (cont'd)

Step 3

If **Travel Miles** is selected, enter the round-trip mileage, and then in the **Description** field, enter a description.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Step 4

Click **Add**. The entry is added to the voucher and appears at the bottom of the Expense Type column.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

Entering Expenses (cont'd)

Step 5

Click in the Date column header. This sorts expenses according to date. Click **Save**.

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: at \$0.5600 per mile.
Amount: *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

<< First < Previous Next > Last >> Save Delete Draft

Notes:

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Claim Status

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

Step 2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the Expense and Service sections and click in the Date header to sort by the earliest date of services.

The screenshot shows the 'Claim Status' form. At the top, there are two date fields: 'Start Date' with the value '6/11/2014' and 'End Date' with the value '6/12/2014'. Below these is a section titled 'Payment Claims' with four radio button options: 'Final Payment', 'Interim Payment' (selected), 'Supplemental Payment', and 'Withholding Return Payment'. The 'Interim Payment' option has a text input field containing the number '2' followed by '(payment #) *'. A red box highlights this section. Below the radio buttons is a red asterisk reminder: '** Reminder: Please select the appropriate claim status.' Below this are two survey questions with 'Yes' and 'No' radio button options. The first question is '1. Have you previously applied to the court for compensation and/or reimbursement for this case?' with 'Yes' selected. The second question is '2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?' with 'No' selected. At the bottom of the form is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

Step 3

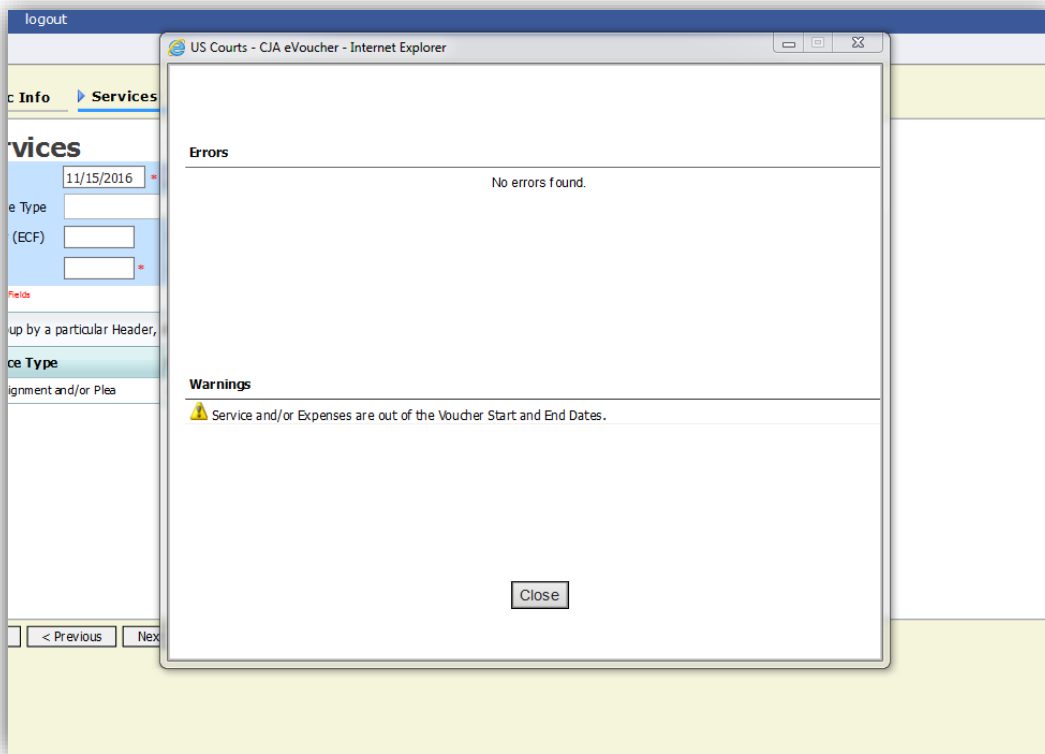
The Payment Claims section features the following payment claims type radio buttons:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.
- The attorney may submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case, clicking the **Withholding Return Payment** radio button to request return payment of withheld funds.

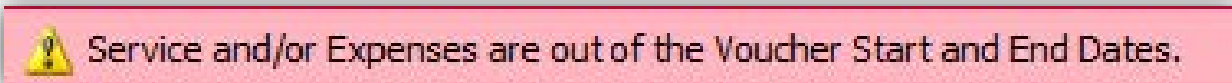
Step 4

Answer all the questions regarding previous payments in this case. Click **Save**.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



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



The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

Documents

Attorneys (as well as courts) may attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

Step 1

To add an attachment, click **Browse** to locate your file.

Step 2

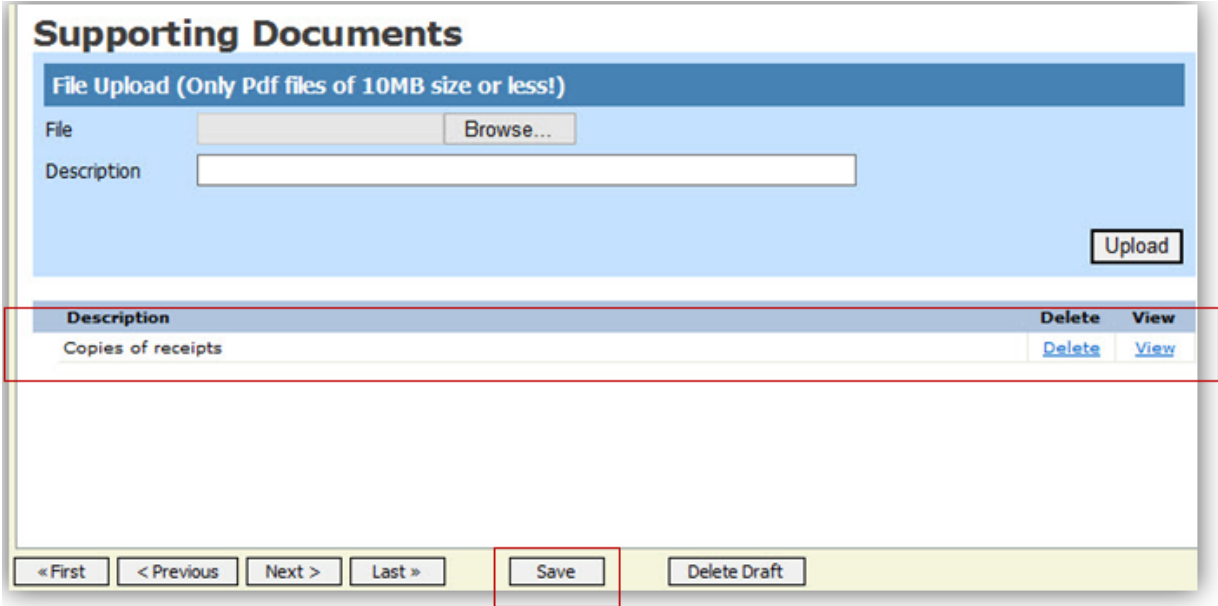
Add a description of the attachment.

Step 3

Click **Upload**.



The attachment and description is added to the voucher and appears at the bottom of the Description column.



Signing and Submitting to Court

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

Step 1

Click the **Confirmation** tab, or click **Last** on the progress bar.

The Confirmation page appears, reflecting all entries from the previous screens.

Confirmation


1. CIR./DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		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	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS ADJUSTED AMOUNT REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00	
b. Bail and Detention Hearing	0	\$0.00	
c. Motion	0	\$0.00	
d. Trial	0	\$0.00	
e. Sentencing Hearings	0	\$0.00	
f. Revocation Hearings	0	\$0.00	
g. Appeals Court	0	\$0.00	
h. Other	0	\$0.00	
Totals	0.5	\$63.00	
16. a. Interviews and Conferences	0	\$0.00	
b. Obtaining and Reviewing Records	0	\$0.00	
c. Legal Research and Brief Writing	0	\$0.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	0	\$0.00	
Totals	0	\$0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20	
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment			
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.			
Signature of Attorney:		Date Signed:	
APPROVED FOR PAYMENT - COURT USE ONLY			
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00
27. TOTAL AMT. APPR. CERT. \$0.00		28. JUDGE CODE	
29. SIGNATURE OF THE PRESIDING JUDGE		DATE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00
33. TOTAL AMT. APPR. CERT. \$0.00		34a. JUDGE CODE	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			
DATE			

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

Public/Attorney Notes

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

Date:



« First < Previous Next > Last » Save Delete Draft

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

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

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

Public/Attorney Notes

Notes

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

Date: 6/12/2014 16:32:35

Submit

< First < Previous Next > Last > Save Delete Draft

Step 5

Click **Submit** to send to the court. A confirmation screen appears, 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](#)

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an 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.

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

Page 1 of 1 (3 items)

Note: If a voucher is rejected by the court, it reappears in the My Active Documents section highlighted in gold.

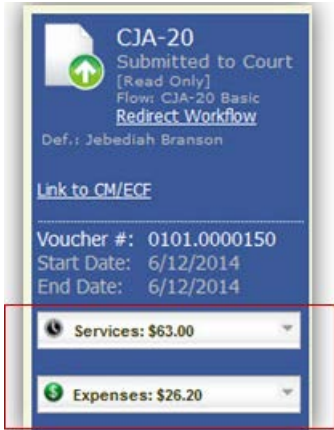
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

The system generates an email message explaining the corrections that must be made.

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** fields tally as entries are entered the voucher.



Expand the item by clicking the down arrow (▼) to reveal specifics.



Reports and Case Management

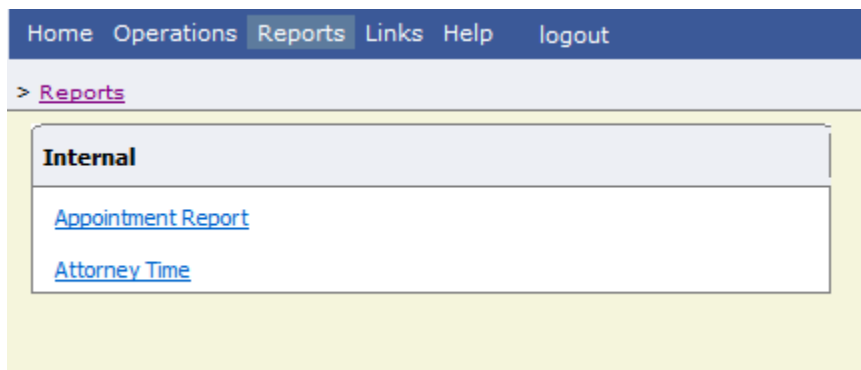
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and 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.



You can find other accessible reports by clicking Reports 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 Detail Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: **Jebediah Branson**

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
09/23/2015 to 09/23/2015	D101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
				Total Pending:	\$0.00			Total Approved:	\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: **Jebediah Branson**

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders										

Grand Totals for the Representation Defendant: **Jebediah Branson**

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending	
		Travel	Other			Travel	Other	Fees	Fees and Expenses
	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

Defendant Summary Budget Report

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

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$3,500.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

Grand Totals for the Representation Defendant: Jebediah Branson

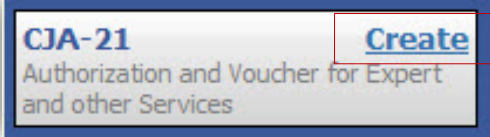
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending		
		Travel	Other			Travel	Other	Fees	Fees and Expenses	
		\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

Creating a CJA-21 Voucher – (See pages 65 & 66 before creating the CJA-21 voucher)

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

Step 1

From the Appointment page, click **Create** from the CJA-21 Voucher template. The voucher opens the Basic Info page.



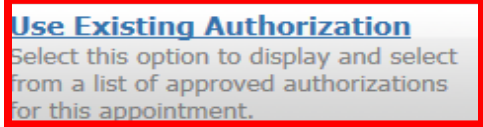
Step 2

When submitting a CJA-21 Voucher, you have two options from which to choose in the Authorization Selection section.

If the request does not require advance authorization, click **No Authorization Required**.



If you have a previously approved authorization, click **Use Existing Authorization**.



Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Creating a CJA-21 Voucher (cont'd)

If you click **Use Existing Authorization**, the Associated Authorization list appears.

Step 3

Select the authorization you wish to use. It turns beige when selected. **You cannot continue until it is highlighted.**

Step 4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

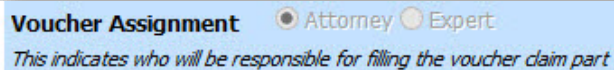
Step 5

In the **Description** field, enter a description of the service to be provided.

Step 6

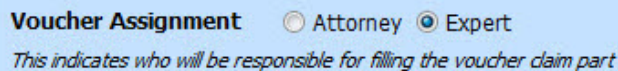
From the **Expert** drop-down list, select the expert.

If the expert you select is not authorized to use eVoucher, the Voucher Assignment radio buttons remain unavailable, indicating the attorney will be responsible for filling the voucher claim part.



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

If the expert selected is authorized to enter expenses on their own voucher, the Voucher Assignment radio buttons become available, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.



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

Click **Create Voucher**.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type	Interpreter/Translator *
Description	
Voucher Assignment	<input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>
Service Provider	You can search one of the service providers already in the system OR you can enter the required information for another provider
Expert	Campos, Charlene
Expert Info	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-477-2344
<input type="button" value="Create Voucher"/>	

Notes:

- Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.
- If you don't enter all information, you cannot advance to the next screen.
- If the expert you selected is authorized to use eVoucher, you are done at this point and can click **Home** or **logout**.
- If the expert you selected is not authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to attorney. You must perform the second level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

Creating a CJA-21 Voucher (cont'd)

Step 1

From the **Expert** drop-down list, select the empty value. In the Voucher Assignment group, the **Attorney** radio button should be selected.

Step 2

Fill in all required information on the person you wish to submit for approval. Click **Create Voucher**.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type *

Description

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

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

Expert

First Name Middle Name Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip

Address 3 Country*

Notes:

- The person you submitted goes through an approval process. Once that person is approved, an email is sent to you.
- You can now select the person from the **Expert** drop-down list, and their information automatically populates.

Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed by following the steps mentioned previously for adding services, expenses, claim status, and documents on the CJA-20 voucher.

Note: If you have submitted the voucher for the expert, you must approve the voucher twice; once while sending it for the expert, and a second time after it appears in the My Active Documents section.

Step 1

Click the **Services** tab, or click **Next** on the progress bar.

Step 2

In the corresponding fields, enter the date, units, rate, and description.

Step 3

Click **Add**.

The screenshot shows the 'Services' tab selected in a navigation bar. Below the navigation bar, there are input fields for 'Date' (with a calendar icon), 'Units', and 'Rate', each marked with a red asterisk. A 'Description' field is also present, also marked with a red asterisk. 'Add' and 'Remove' buttons are located at the bottom right of the input area. Below this, a red asterisk indicates '* Required Fields'. At the bottom, there is a table with columns for 'Date', 'Description', 'Units', 'Rate', and 'Amt'. The 'Date' column contains the value '03/27/2019'.

Date	Description	Units	Rate	Amt
03/27/2019				

The item appears at the bottom of the Services section. Click **Save**.

Creating a CJA-21 Voucher (cont'd)

Click the **Expenses** tab, or click **Next** on the progress bar.

In the corresponding fields, enter the date, expense type, description, and miles.

Click **Add**.

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

Expenses

Date: 4/30/2019 *
Expense Type: *
Miles: * at \$0.55 per mile.
Amount: *
Description: *
Add Remove

* Required Fields

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

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	04/30/2019	Travel	30	\$0.545	\$16.35

<< First < Previous Next > Last >> Save Delete Draft Audit Assist

The item appears at the bottom of the Expense Type column. Click **Save**.

Note: At any point, click **Audit Assist** and the system searches for any warnings or errors.

Creating a CJA-21 Voucher (cont'd)

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

Step 2

Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

Step 3

In the Payment Claims section, click the appropriate radio button, and then click **Save**.

The screenshot displays the 'Claim Status' form with the following elements:

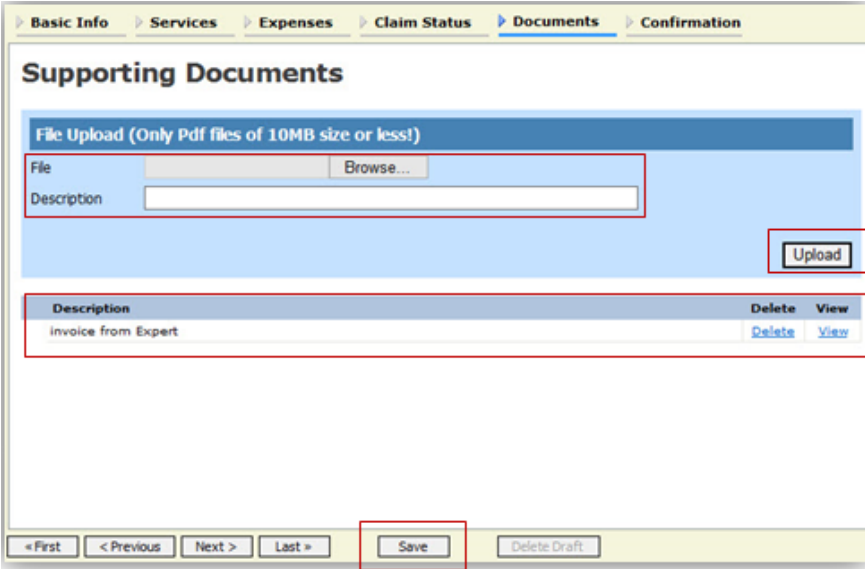
- Navigation tabs: Basic Info, Services, Expenses, **Claim Status**, Documents, Confirmation.
- Start Date: 6/12/2014
- End Date: 6/14/2014
- Payment Claims section:
 - Final Payment
 - Interim Payment (payment #)
 - Supplemental Payment
 - Withholding Return Payment
- Reminder: **** Reminder: Please select the appropriate claim status.**
- Required Fields: * Required Fields
- Buttons: < First, < Previous, Next >, Last >, **Save**, Delete Draft, Audit Assist.

Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click **Withholding Return Payment** on a blank CJA-21.

Creating a CJA-21 Voucher (cont'd)

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to select a PDF file to attach. Click **Upload**. The document appears at the bottom of the Description column. Click **Save**.



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

Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

Step 1

Verify all information is correct.

Step 2

Select the affirmation check box. This automatically time stamps the voucher.

Step 3

Click **Submit**.

Step 4

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

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Creating a CJA-21 Voucher (cont'd)

The case file appears in the My Active Documents section.

Step 5

Click the case hyperlink to select the file.



Case	Defendant	Type	Status
1:14-CR-08807-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

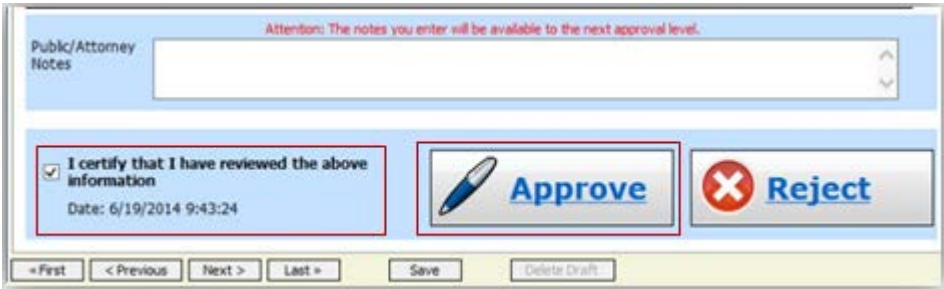
Navigate to the **Confirmation** tab.

Step 6

Verify all information is correct.

Step 7

Certify the information by selecting the certification check box. This automatically time stamps the voucher. Click **Approve**.



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

Public/Attorney Notes

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve **Reject**

< First Previous Next > Last = Save Delete Draft

Submitting an Authorization Request for Expert Services

(See pages 65 & 66 before creating the AUTH)

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

Step 1

Open appointment record.

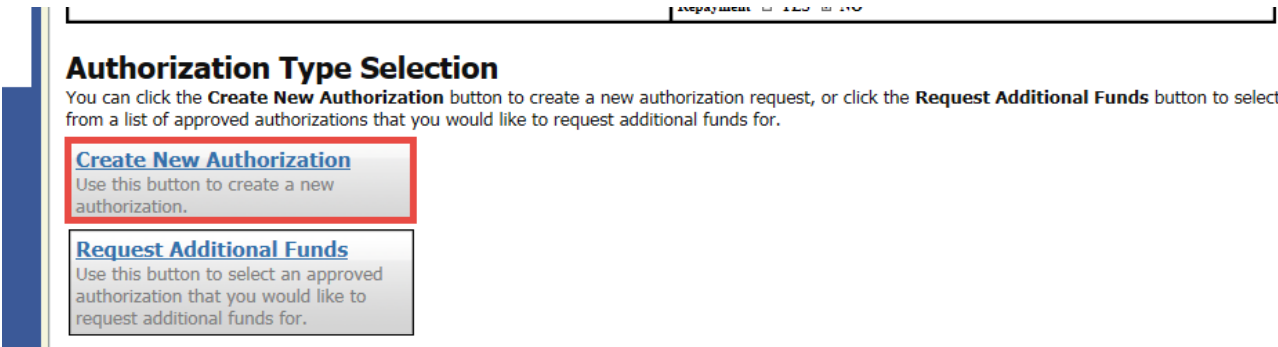
Step 2

Click the **Create** hyperlink next to AUTH.



Step 3

Click the **Create New Authorization** hyperlink.



Step 4

The Basic Info page appears.

Basic Info Documents Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		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 Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

<< First < Previous Next > Last >> Save Delete Draft

Step 5

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Requested Provider** drop-down list

Click **Save**.

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text" value="8000.00"/>
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text" value="100 hours at \$80/hour"/>
Description	<input type="text"/>
Service Type	<input type="text" value="Investigator"/>
Requested Provider	<input type="text" value="John Doe"/>

Navigation: < First | < Previous | **Next >** | Last > | **Save** | Delete Draft

Step 6

Click the **Supporting Document** tab, or click **Next** on the progress bar.

Submitting an Authorization Request for Expert Services (cont'd)

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

Step 1

To add the attachment, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**, click **Save**, and then click **Next**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Step 2

The attachment description uploads and appears at the bottom of the Description column.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View


Step 3

The Confirmation screen appears. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. In the **Public/Attorney Notes** field, you can include any notes to the court.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/16/2014 15:53:48

 Submit

« First < Previous Next > Last » Save Delete Draft

Step 4

Click **Submit** to send to the court.

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted.

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

The authorization request now appears in the My Submitted Documents section of the Attorney home page.

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:

0101.0000152

Back to:
[Home Page](#)
[Appointment Page](#)

Creating an Authorization for Transcripts (AUTH-24)

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

Step 1

From the Appointment page, click the **Create** hyperlink next to AUTH-24.

AUTH-24 **Create**
Authorization for payment of transcript

The authorization opens to the Basic Info page. Click the **No Authorization Required** hyperlink.

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Step 2

Enter the details for the transcript required on the Basic Info page. Click **Save**.

The screenshot shows the 'AUTH-24 Attorney Enters' interface. The 'Basic Info' tab is active. The form contains several sections:

- 1. CER. DIST. DIV. CODE:** 0101
- 2. PERSON REPRESENTED:** Sebediah Branson
- VOUCHER NUMBER:** (empty)
- 3. MAG. DIST. DEF. NUMBER:** (empty)
- 4. DIST. DIST. DEF. NUMBER:** 1:14-CR-08905-1-AAA
- 5. APPEALS DIST. DEF. NUMBER:** (empty)
- 6. OTHER DIST. DEF. NUMBER:** (empty)
- 7. IN CASE MATTER OF (Case Name):** USA v. Branson
- 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:** 15:1825 F INSPECTION VIOLATION PENALTIES
- 12. ATTORNEY'S NAME AND MAILING ADDRESS:** Andrew Anders - Bar Number: 12345, 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623
- 13. COURT ORDER:** Includes checkboxes for Associate, Co-Counsel, Federal Defender, Appointing Counsel, Passel Attorney, Retained Attorney, and Standby Counsel.
- 14. LAW FIRM NAME AND MAILING ADDRESS:** (empty)
- 15. COURT ORDER:** Includes fields for Prior Attorney's Name, Appointment Date, Signature of Presiding Judge or By Order of the Court (Albert Albertson), Date of Order (3-3-2014), and Nunc Pro Tunc Date.

A red box highlights the following fields:

- Proceeding Transcript To Be Used:** (dropdown menu)
- Proceeding To Be Transcribed:** (dropdown menu)
- Apportioned Cost (%):** (text input)
- Apportioned Case and Defendant:** (text input)
- Special Transcript Handling:** (dropdown menu, currently set to 'None')

At the bottom of the form, there are checkboxes for various transcripts (Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions, Voir Dire) and a 'Save' button highlighted with a red box.

Creating an Authorization for AUTH-24 Transcripts (cont'd)

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

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Browse** to select a PDF file to attach. Click **Save**.

Step 3

Click **Upload**.

The document appears at the bottom of the Description column.

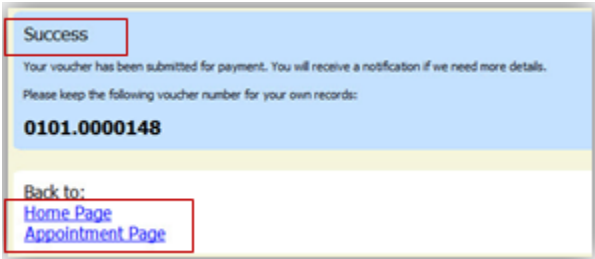
Click **Save**, and a confirmation page appears.

Step 4

Verify all information is correct. Select the affirmation check box, and then click **Submit**.

A confirmation screen appears, indicating that the previous action was successful and the authorization request has been submitted.

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



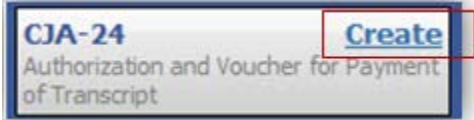
The AUTH-24 now appears in the My Submitted Documents section of the Attorney home page.

Creating a CJA-24 Voucher – (DO NOT USE THIS FEATURE)

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

Step 1

From the Appointment page, click the **Create** hyperlink next to CJA-24.



The Basic Info page appears, showing approved authorizations.

▶ **Basic Info**

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

Use Existing Authorization in eVoucher
You may click here to select from a list of approved authorizations.

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

« First < Previous Next > Last » Delete Draft Audit Assist

Step 2

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** hyperlink. It is similar to creating a CJA-21, outlined in the CJA-21 section. If your court does require an AUTH-24, click the **Use Existing Authorization in eVoucher** hyperlink, and then click the applicable AUTH-24. This highlights it in yellow. **You cannot move forward until it is highlighted.**

Authorization Selection
Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

Step 3

Note: You must select whether you, the attorney, or the court reporter will be filling out the voucher claim portion.

In the Voucher Assignment group, click the appropriate radio button indicating whether you or the transcriptionist will be entering information.

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

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

Expert [Dropdown Arrow]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

< First < Previous Next > Last > Delete Draft

Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. Click **Create Voucher**.

Notes:

- To enter a new transcriptionist into the system, select the **Expert** drop-down list, and enter all required information.
- Selecting a transcriptionist already in the system automatically populates that expert's information.

Creating a CJA-24 Voucher (cont'd)

Note: If you click the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves it and submits to the court. You may also click **Audit Assist** at any time to verify warnings or errors.

Step 1

Click the **Services** tab, or click **Next**.

Step 2

Complete the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description** fields, and then click **Add**. The items appear at the bottom of the Service Type column. Click **Save**.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportionment	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

Note: From the **Service Type** drop-down list, you can select **Original** or **Copy**. The rate should vary between two choices.

Creating a CJA-24 Voucher (cont'd)

Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

Step 2

Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**.

The item appears below the Expenses section.

Click **Save**.

The screenshot shows the 'Expenses' section of the CJA-24 Voucher system. The interface includes a progress bar at the top with tabs for 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Expenses' section has a form with the following fields: 'Date' (7/1/2014), 'Expense Type' (dropdown), 'Miles' (input), and 'Amount' (input). A 'Description' field is also present with a 'rate per mile: \$0.5600'. There are 'Add' and 'Remove' buttons. Below the form is a table with columns for 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. The table is currently empty. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Creating a CJA-24 Voucher (cont'd)

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

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

The document appears at the bottom of the Description column.

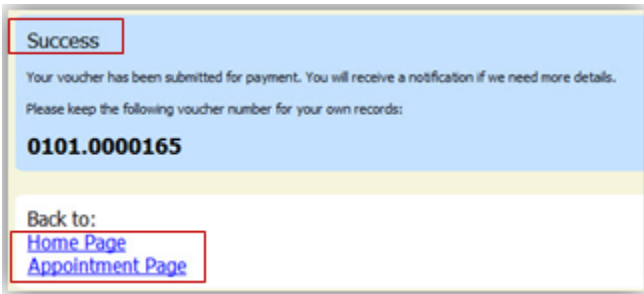
Click **Save**.

Step 3

A confirmation page appears. Verify all information is correct, and then select the affirmation check box, which automatically time stamps the voucher. Click **Submit**.

Step 4

A confirmation screen appears, indicating the previous action was successful, and the voucher has been submitted. Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

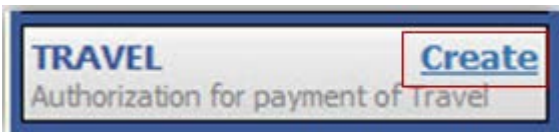


Creating a Travel Voucher – (DO NOT USE THIS FEATURE)

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

Step 1

From the Appointment page, click the **Create** hyperlink next to TRAVEL.



The Basic Info page appears.

TRAVEL
Attorney Enters

Def.: Wendy Wilson

[Link to CM/ECE](#)

Voucher #: Request Date: 1/1/1901
Decision Date: 1/1/1901

Amount Claimed: \$0.00

Basic Info > Authorization Request > Documents > Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	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 18-13-4530 F INCOME TAX FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		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 Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Travel Agency to be Used: Global Travel Global Travel 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765 Phone: 1-800-444-7890 Fax: 1-800-555-7777 Email: mail@support.aotc.uscourts.gov			

<< First < Previous Next > Last >> Save Delete Draft

The Travel Agency to be Used section automatically populates.

Step 2

Click the **Authorization Request** tab, or click **Next** on the progress bar.

Step 3

Complete all required fields marked with red asterisks, and then click **Add**.
The information appears in the table at the bottom of the screen. Click **Save**.

Request For Travel*
* Required Fields

Name and Title of Person Traveling: *

Address of Person Traveling: *

Purpose of Travel: *

Travel From location: *

Travel To Location: *

Estimated Dates of Travel: *

Travel Requested

Airline Tickets via CJA Government

Travel Agency

Ground Transportation

Per Diem (Hotel & Meals)**

Other

Estimated Cost

Total Estimated Cost: *

Justification for Request: *

* All travel and expenses must be in compliance with government travel regulations.
** Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July 14, 15	490.00

Page 1 of 1 (1 items)

Creating a Travel Voucher (cont'd)

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

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

The document appears at the bottom of the Description column.

Click **Save**.

The screenshot shows the 'Supporting Documents' section of the CJA eVoucher system. The 'Documents' tab is selected. A 'File Upload' section is visible with a 'Browse...' button and an 'Upload' button. Below it, a table shows a document entry with 'Description' and 'Documents' columns, and 'Delete' and 'View' buttons. At the bottom, a 'Save' button is highlighted.

Step 3

The **Confirmation** tab appears. Verify all information is correct.

Select the affirmation check box, which automatically time stamps the voucher.

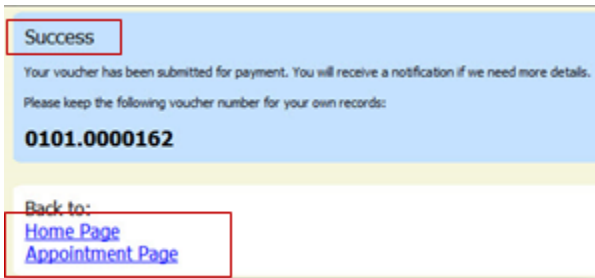
Click **Submit**.

The screenshot shows the 'Confirmation' section of the CJA eVoucher system. A 'Public/Attorney Notes' field is visible. Below it, a check box is selected with the text 'I swear and affirm the truth or correctness of the above statements' and a date stamp 'Date: 6/19/2014 9:28:36'. A 'Submit' button is highlighted.

Step 4

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

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



The travel voucher now appears in the My Submitted Documents section.

Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.

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

Step 1

From the Appointment page, click the **Create** hyperlink next to CJA-26.



This opens the Basic Info page.

Step 2

Enter the details for information required on the Basic Info page. Click **Save**.

Creating a CJA-26 Voucher (cont'd)

Step 1

Click the **Justification** tab, or click **Next** on the progress bar.

Step 2

On the Justification page, enter information in the text fields, and then click **Save**.

Basic Info | **Justification** | Documents | Confirmation

Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (Items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request.
Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.

< First | < Previous | **Next >** | Last > | **Save** | Delete Draft

Creating a CJA-26 Voucher (cont'd)

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

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Browse** to select a PDF file to attach.

Step 3

Click **Upload**. The document appears at the bottom of the Supporting Documents section. Click **Save**. A confirmation page appears.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are navigation tabs: 'Basic Info', 'Justification', 'Documents' (which is selected), and 'Confirmation'. Below the tabs, the section is titled 'Supporting Documents' and includes a sub-header 'File Upload (Only Pdf files of 10MB size or less!)'. There is a 'File' input field with a 'Browse...' button next to it, and a 'Description' text area below it. To the right of the description area is an 'Upload' button. Below this is a table with the following structure:

Description	Delete	View
No Attachments		

At the bottom of the page, there is a navigation bar with buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step 4

Verify all information is correct.

Step 5

Select the affirmation check box.

Step 6

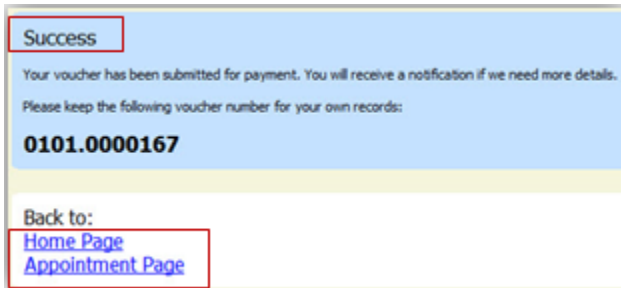
Click **Submit**.

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted.

Step 7

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

The CJA-26 now appears in the My Submitted Documents section.



EXPERT OR SERVICE PROVIDER REQUEST PROCESS OVERVIEW (CJA-21)

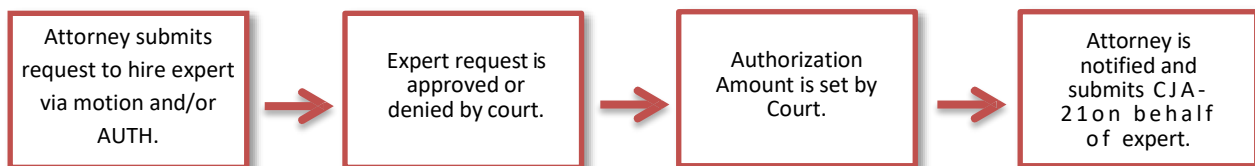
Total compensation for expert services in excess of **\$900**, excluding expenses, may be claimed by panel attorneys after receiving prior court-ordered authorization. Total compensation for expert services less than **\$900** may be claimed without prior court-ordered authorization.

For cases that are filed in the **Norfolk, Newport News** and **Richmond** divisions, panel attorneys are **required** to file a motion and proposed order via CM/ECF for expert services in excess of **\$900**. If the motion is granted by the Court, the panel attorney must immediately submit an Authorization (**AUTH**) Request via eVoucher (see pages 45-49 for instructions) and include the order granting the motion as supporting documentation. Once the Authorization (**AUTH**) Request is approved and closed in eVoucher, the panel attorney creates and submits the CJA-21 voucher (see pages 35-44 for instructions) on behalf of the expert and includes the expert's final invoice as supporting documentation.

For cases that are filed in the **Alexandria** division, panel attorneys are **not** required to file a motion and proposed order via CM/ECF for expert services in excess of **\$900**. However, the panel attorney must immediately submit an authorization (**AUTH**) request via eVoucher (see pages 45-49 for instructions) and include the expert's estimate or invoice as supporting documentation. Once the Authorization (**AUTH**) Request is approved and closed in eVoucher, the panel attorney creates and submits the CJA-21 voucher (see pages 35-44 for instructions) on behalf of the expert and includes the expert's final invoice as supporting documentation.

EDVA panel attorneys are **not** required to seek prior court-ordered authorization to employ a court-approved interpreter for jail visits with their clients. However, panel attorneys must immediately submit an authorization (**AUTH**) request via eVoucher (see pages 45-49 for instructions) and include the interpreter's estimate or invoice as supporting documentation. Once the Authorization (**AUTH**) Request is approved and closed, the panel attorney creates and submits the CJA-21 voucher (see pages 35-44 for instructions) on behalf of the interpreter and includes the interpreter's final invoice as supporting documentation. For questions regarding employing interpreters, contact the eVoucher Help Desk where the case is filed.

A more detailed description of the authorization (**AUTH**) process is as follows:



Recap:

- Prior court-ordered authorization is **required** for experts claiming total compensation in excess of **\$900**, excluding expenses.
- **Norfolk, Newport News** and **Richmond** panel attorneys are required to file a motion via CM/ECF and an Authorization (**AUTH**) Request prior to employing the expert. **Alexandria** panel attorneys are **only required** to submit an Authorization (**AUTH**) Request. Once the Authorization (**AUTH**) Request is approved and closed, EDVA panel attorneys submit the CJA-21 voucher on behalf of the expert, and approve the CJA-21 voucher as the panel attorney.
- The authorization (**AUTH**) request must include either a copy of the order granting the motion, a pdf. version of the case budget or the expert's estimate or invoice as supporting documentation.
- The CJA-21 Voucher must include the expert's final invoice as supporting documentation.

- The panel attorney does not submit the CJA-21 voucher on behalf of the expert until after the motion is granted and/or the Authorization (AUTH) Request is approved by the Court.
- **Interpreters:** EDVA panel attorneys are **not** required to seek prior court-ordered approval to employ a court-approved interpreter for jail visits with their clients. However, panel attorneys must immediately submit an authorization (AUTH) request via eVoucher and include the interpreter's estimate or invoice as supporting documentation.
- **Translation of Documents:** If the translation fee exceeds \$900, **Norfolk, Newport News** and **Richmond** attorneys must file a motion via CM/ECF and an Authorization (AUTH) Request via eVoucher prior to employing an interpreter to translate documents. **Alexandria** attorneys submit an (AUTH) request via eVoucher prior to employing an interpreter to translate documents. The order granting the motion, the translator's estimate or invoice must be included with the Authorization (AUTH) Request as supporting documentation. The translator's final invoice must be included with the CJA-21 voucher as supporting documentation.

Additional Information:

- The Clerk's Office will enter the approved expert dollar amount to the authorization (AUTH) as specified in the Court's order or case budget. An email notification will be sent to the panel attorney once the authorization (AUTH) has been approved by the Court.
- Panel Attorneys are responsible for providing the Clerk's Office with their expert's confidential personal and payment information by completing the Request for Vendor Information and TIN Certification form located at:

<http://vaed-dev.jdc.ao.dcn/cja-evoucher-training-and-resources>

The completed form may be emailed to the eVoucher Help Desk (see page 67 for email addresses) where the case is filed. Once the expert's confidential personal and payment information is entered into eVoucher by the Clerk's Office, the Panel Attorney will select the expert's name from the drop-down list while completing the CJA-21 voucher. If the expert's name does not appear on the drop-down list, the Panel Attorney should contact the eVoucher Help Desk (see page 67 for contact information) where the case is filed.

- A CJA-21 voucher that exceeds the court-approved authorized amount cannot be submitted without additional approval. The eVoucher program will automatically decline the submission of a voucher that exceeds the authorized amount.
- The submission of the CJA-21 voucher is a two-step process – the panel attorney submits the voucher on behalf of the expert and approves the voucher as the panel attorney. Please Note: EDVA experts are not permitted access to eVoucher.

Steps for Submitting the CJA-21 Voucher:

Step One: On the Home page, click on the case number on Appointments' List. If the case number is not listed, contact the eVoucher Help Desk where the case is filed.

Step Two: click: Create CJA-21 voucher.

Step Three: click: Use Existing Authorization.

Step Four: click: the ID Number that includes the court-approved authorization for the expert. **Reminder:** The expert authorization will only appear after the Authorization (AUTH) Request has been approved and closed in eVoucher.

Step Five: click: the drop-down box and select the expert. **Reminder:** If the expert's name is not listed, the panel attorney must complete the Request for Vendor Information and TIN Certification form (located at:

<http://vaed-dev.jdc.ao.dcn/cja-evoucher-training-and-resources>) and email it to the eVoucher Help Desk where the case is filed.

Step Six: click: Create Voucher.

Step Seven: Enter services and expenses.

Step Eight: Enter Claim Status. **Please Note:** When submitting interim CJA-21 vouchers, please ensure that service dates do not overlap.

Step Nine: Upload the expert's final invoice as supporting documentation.

Step Ten: click: Confirmation, check "I swear" and click: **Submit**.

Step Ten: Reopen the voucher on the Home Page under My Active Documents, click: Confirmation, and click **Approve**.

Step Eleven: The panel attorney will always receive a "Success" message after clicking Submit and Approve. If not, click: Audit Assist at the bottom of the page for error message(s) or contact the eVoucher Help Desk where the case is filed.

EDVA EVOUCHER HELP DESK

Alexandria eVoucher Help Desk:

Clerk's Office Criminal Division

(CJA Forms and Procedures)

(703) 299-2102

Rhonda Broaden, Deputy Clerk

(Payment & Login Issues)

cja_Alexandria@vaed.uscourts.gov

(703) 299-2129

Richmond eVoucher Help Desk:

Lisa Garrett, Deputy Clerk

cja_Richmond@vaed.uscourts.gov

(804) 916-2237

Rob Walker, Deputy Clerk

cja_Richmond@vaed.uscourts.gov

(804) 916-2232

Norfolk, Newport News eVoucher Help Desk:

Angela Farlow, Supervising Deputy Clerk

(CJA Forms, Procedures, Payments & Login Issues)

cja_Norfolk@vaed.uscourts.gov

(757) 222-7215

Lisa Tyree, Financial Deputy Clerk

(CJA Forms, Procedures, Payments & Login Issues)

cja_Norfolk@vaed.uscourts.gov

(757) 222-7253