

CJA eVoucher Expert Manual



Eastern District of Washington

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Contents

Initial Setup..... 3

Access to eVoucher 4

Login Recovery 4

Expert Home Page..... 4

Folders on Expert Home Page..... 5

How to Print a Voucher 5

Adjusting Views 6

Menu Bar 7

Profile Maintenance 7

 Login Info:..... 8

 Expert Info: 8

 Billing Info:..... 9

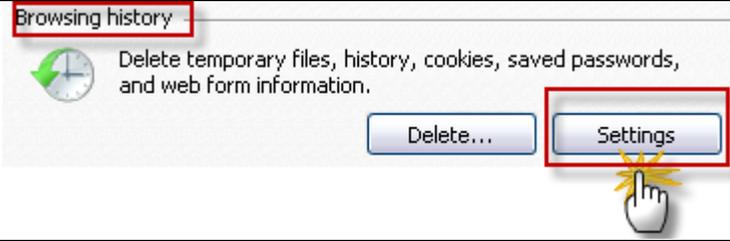
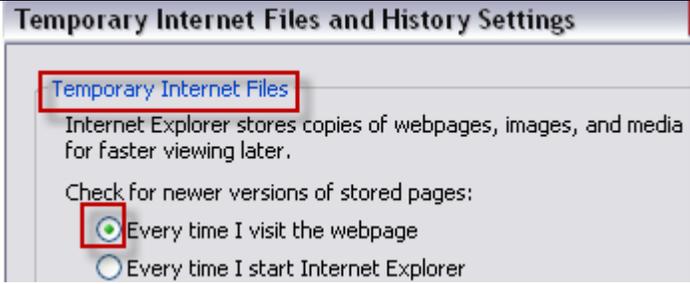
Create a Voucher / Document (CJA 21)..... 10

Returned Voucher: 15

Edit Voucher: 16

CJA 31 Specifics 17

Initial Setup

STEP	RESULT
<p>Set Preferred Browser Selection in Internet Explorer</p> <p>Click Tools</p> <p>Click Internet Options at bottom of list</p>	 <p>The screenshot shows the Internet Explorer browser window titled "EDWArd Main Page - Windows Internet Explorer". The address bar shows "http://156.128.6.219/index.html". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is highlighted with a red box, and a mouse cursor is clicking on the "Internet Options" link at the bottom of the list.</p>
<p>Click General</p>	 <p>The screenshot shows the "Internet Options" dialog box with the "General" tab selected. A mouse cursor is clicking on the "General" tab.</p>
<p>Under Browsing history</p> <p>Click Settings</p>	 <p>The screenshot shows the "Browsing history" section of the Internet Options dialog box. It includes a description: "Delete temporary files, history, cookies, saved passwords, and web form information." Below this are two buttons: "Delete..." and "Settings". The "Settings" button is highlighted with a red box, and a mouse cursor is clicking on it.</p>
<p>Under Temporary Internet Files</p> <p>Select Every time I visit the webpage</p> <p>Click </p> <p>Click  again</p>	 <p>The screenshot shows the "Temporary Internet Files and History Settings" dialog box. The "Temporary Internet Files" section is highlighted with a red box. It contains the text: "Internet Explorer stores copies of webpages, images, and media for faster viewing later." Below this is the section "Check for newer versions of stored pages:" with two radio buttons. The first radio button, "Every time I visit the webpage", is selected and highlighted with a red box. The second radio button is "Every time I start Internet Explorer".</p>

Access to eVoucher

Note: Do not access eVoucher with Mozilla Firefox, this could cause loss of data

<https://ecf.waed.uscourts.gov/CJA/LogOn.aspx>. You will be taken to the CJA login page. Enter the Username and Password you were provided and click



 **CJA eVoucher**

USER LOGIN Release 1.3.1

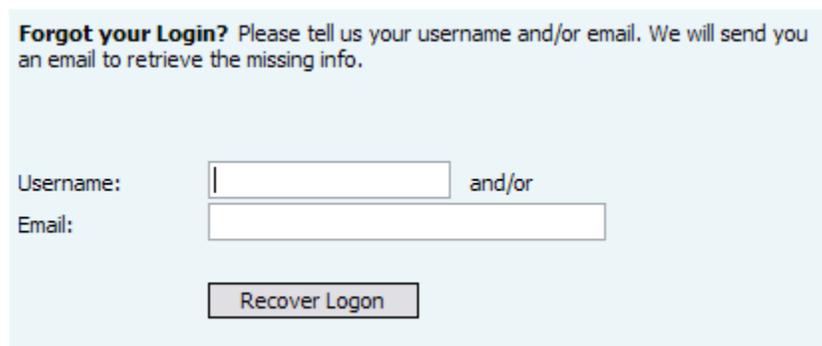
Existing user? Please log in.

Username:

Password:

Login Recovery

If you forget your login you may click on [Forgot your login?](#) and enter your Username or email address to retrieve your information.



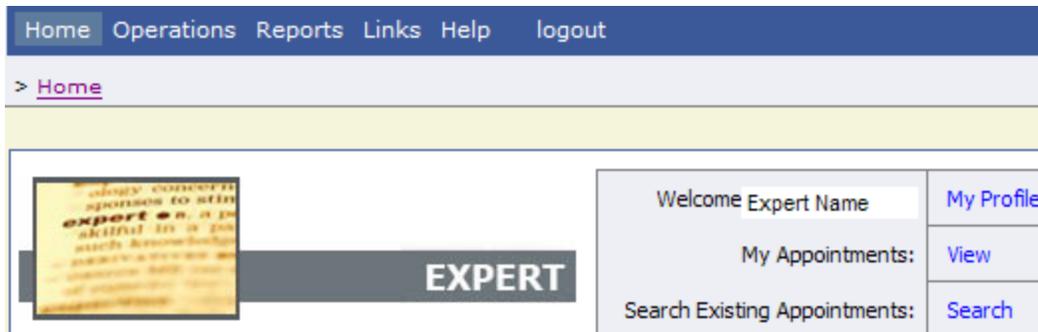
Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Expert Home Page

Your home page provides access to all of your vouchers. Security has been put into place that prohibits you from viewing information for anyone else. Likewise, no one else will have access to your information.



Folders on Expert Home Page

My Vouchers Contains vouchers that you are currently working on.

My Submitted Vouchers Contains vouchers that you have completed and have been submitted to the attorney for submission to the court.

Closed Vouchers Contains vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for active appointments. When an appointment has been closed, the closed vouchers associated with the appointment will not display on your homepage.

All of the folders display basic information regarding the Case Number, the Defendant, Type of Document, and the Status of the Document. The status tells you where the document/voucher is in the process, i.e., you are still entering information, it has been submitted to the attorney, it has been submitted to the court or it is closed.

To view a specific voucher, click on the [Case Number](#) or the voucher number (i.e., [0980.0000004](#))

0980.0000004 Start: 05/18/2011 End: 05/18/2011	Curtis Caraway (# 1) Claimed Amount: 225.00	CJA-31 Lisa Legal Paralegal Services	Submitted to Attorney 0980.0000826 INTERIM PAYMENT 1
--	--	--	--

How to Print a Voucher

To print the voucher after clicking on the [Case Number](#) or the voucher number (i.e., [0980.0000004](#)) from your home page, click on [Form CJA21](#) or [Form CJA31](#) on the left side of the screen under **Reports**.

CJA-21
Submitted to
Attorney
[Read Only]
Def.: James Ernest Massey

Voucher #: 0980.0000851
Start Date: 5/25/2011
End Date: 5/25/2011

\$ Summary: \$125.10

Reports

[Form CJA21](#)
A printable version of the CJA 21 form with the detailed timesheets attached.

Adjusting Views

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

- **Sorting.** Click on the column header to sort by that column (clicking once will sort it low to high; clicking twice will sort it high to low).
- **Change size of Column.** Move your cursor to the line between columns until you see an arrow. Hold your left click down and drag the line in the desired direction.
- **Group by Column Header.** Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the kind of document it is, click on the “Type” header.) Keeping the left click down, drag the column header into the identified area above the grid.

My Vouchers

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

Case	Defendant	Type
2:10-CR-00092-EFS- Start: 02/01/2011 End: 02/01/2011	Ryan M Hoffman (# 1) Claimed Amount: 178.50	CJA-20 Timothy D Trageser

click header and drag here

- **Closing Folder.** Click on the “-“ next to the name of the folder you would like to close. Click on the “+” to open the folder.



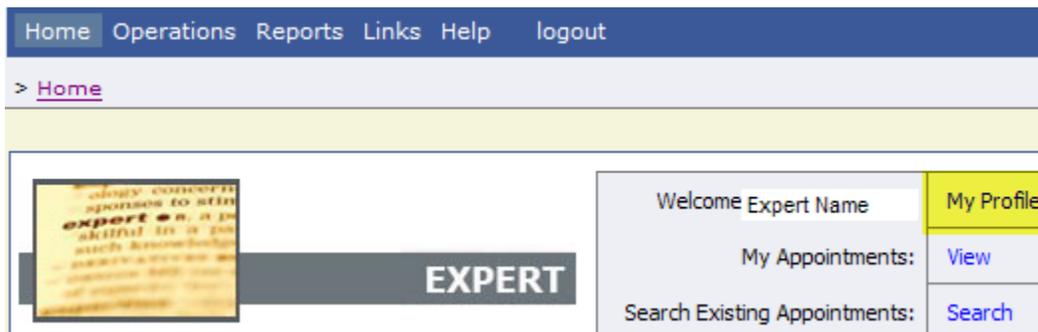
- Moving Folders. Click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

Menu Bar

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

- Home: Takes you to your homepage.
- Links: Takes you to other CJA related information
- Help: Takes you to: “My Profile” (another way to access your profile)
“Contact Us” a means to email the court.
“Privacy” the court’s privacy statement
- Logout: Logs you out and closes the program.

Profile Maintenance



Login Info
Your Login information

Expert Info
Your personal info

Billing Info
List all available billing info records

Expert Specialties
List your assigned specialties

To change your login information, password, personal information, billing information or specialty information; click on [My Profile](#) and then for the section you would like to change.

Login Info:

- To change your Username, type new Username in the “Username” field and click [change](#).
- To change your Password, type the new password in both the “Password” and “Confirm” fields and click .

Login Info
Your Login information

Username [change](#)

Password *

Confirm *

[cancel](#)

Expert Info:

It is the expert’s responsibility to maintain accurate contact information. Enter the desired information in the fields and press .

Expert Info Your personal info	First Name	Middle	Last Name	Save
	Lisa	A	Legal	cancel
	Email			
	cja_training@waed.uscourts.gov			
	Phone		Fax	
	509-323-1111			
	Address 1		City	
	13 W. Broadway		Spokane	
	Address 2		State	Zip
			WA	99201
Address 3		Country		
		US		

Billing Info:

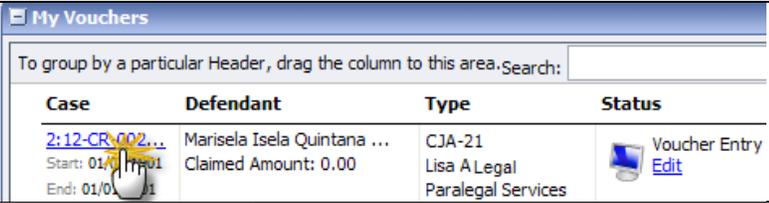
It is the expert's responsibility to maintain accurate billing information. You may have multiple bill records, i.e., tax number and/or addresses.

Billing Info List all available billing info records	Your default billing info is:	Select
	F. Lee Bailey SSN/EIN: ***-**-1111 101 Oak St. Las Vegas, NV 89101 - USA Phone: 702-555-5555 Fax:	Add Edit

To add a billing record click **Add**. Enter the desired information in the fields and click **Save**. To edit a billing record, click on the for the record you would like to edit and click **Edit**. Make the desired changes and click **Save**. Identify the billing information you would like to serve as your default by clicking on the for the desired record and then clicking on **Select**. The default billing record will be identified.

Your default billing info is:
F. Lee Bailey
 SSN/EIN: ***-**-1111
 101 Oak St.
 Las Vegas, NV
 89101 - USA
 Phone: 702-555-5555
 Fax:

Create a Voucher / Document (CJA 21)

Step	Result								
<p>1. Locate the Voucher from My Vouchers box on home page</p>	 <p>My Vouchers</p> <p>To group by a particular Header, drag the column to this area. Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2:12-CR-002... Start: 01/01/2011 End: 01/01/2011</td> <td>Marisela Isela Quintana ... Claimed Amount: 0.00</td> <td>CJA-21 Lisa A Legal Paralegal Services</td> <td> Voucher Entry Edit</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	2:12-CR-002... Start: 01/01/2011 End: 01/01/2011	Marisela Isela Quintana ... Claimed Amount: 0.00	CJA-21 Lisa A Legal Paralegal Services	Voucher Entry Edit
Case	Defendant	Type	Status						
2:12-CR-002... Start: 01/01/2011 End: 01/01/2011	Marisela Isela Quintana ... Claimed Amount: 0.00	CJA-21 Lisa A Legal Paralegal Services	Voucher Entry Edit						
<p>2. Click on Case hyperlink</p>	<h3>Basic Info</h3>								
<p>3. Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top</p> <p>Or move directionally on the bottom</p>	 <p>▶ Basic Info ▶ Services ▶ Expenses ▶ Claim Status ▶ Documents</p> <p><< First < Previous Next > Last >> Save Delete Draft</p>								
<p>4. Click Services</p> 	<h3>Services</h3> <p>Entering Services:</p>								
<p>5. Enter Date the service was provided, type in the date or click on the calendar and select the date</p>	 <p>Date <input type="text" value="5/18/2011"/> * </p>								
<p>6. Type a Description of the service provided</p>	<p>Description <input type="text"/></p>								

<p>7. Type the number of Hours (note: it must be in 10ths of an hour, i.e., .1)</p>	<p>Hours <input type="text"/> *</p>										
<p>8. Type the hourly Rate</p>	<p>Rate <input type="text"/> *</p>										
<p>9. Click  and the entry will appear in the grid below</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Hrs</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>05/18/2011</td> <td>Phone call w/client</td> <td>.1</td> <td>39</td> <td>3.90</td> </tr> </tbody> </table> <p>To Edit: Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changed and click </p>	Date	Description	Hrs	Rate	Amt	05/18/2011	Phone call w/client	.1	39	3.90
Date	Description	Hrs	Rate	Amt							
05/18/2011	Phone call w/client	.1	39	3.90							
<p>10. Click Save to save your entries</p>	<p></p>										
<p>11. Click Delete Item to remove an item from the grid</p>	<p></p>										

Entering Expenses:

Navigate to the **Expenses** tab.

Expenses

* Required Fields

Date  *

Expense Type ▼ *

Miles rate per mile is 0.8500

Description *

Amount

Note: The rate per mile is tied to the date and will automatically be applied.

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

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date)
- Expense Type . Click on the ▼ and select (click on) the type of expense from the drop-down list.
- Description. Type a description of the expense.
- Miles. Type the number of miles claimed (only if the entry is for "Travel Miles")
- Amount. Enter the amount of the expense (do **not** use the "\$" sign or commas.)
- Press and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press

When you have finished making entries, press to save your entries.

Note: Press to remove an item from the grid.

Claim Status:

Navigate to the [▶ Claim Status](#) tab.

Claim Status

The screenshot shows a web form with a light blue background. At the top, there are two date input fields: 'Start Date' with the value '4/30/2010' and 'End Date' with the value '4/30/2010'. Each field has a small calendar icon to its right. Below the date fields is a section titled 'Payment Claims'. Inside this section, there are three radio button options: 'Final Payment', 'Interim Payment', and 'Supplemental Payment'. The 'Interim Payment' option is selected, and there is a text input field next to it containing the text '(pmt.number)'.

- Start Date: Enter the beginning date for the time period covered by this voucher (you can either type in the date or click on the calendar and select a date).
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If it is an interim payment make sure you enter the interim payment number in the (pmt.number) box.

If Start and End dates are not entered correctly you will get an

error:

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

To fix error so voucher can be submitted. Click [▶ Claim Status](#) and correct dates.

Documents:

Navigate to the [Documents](#) tab.

Supporting Documents

File Upload

File

Description

Description	Delete	View
Receipts	Delete	View
Justification for Services	Delete	View

All documents uploaded to the system must be in the PDF format.

- File. Use the [Browse...](#) to access your directory of files. Identify the PDF file you want to upload and click on it. The file path will be displayed in the "File" field.
- Description. Type in a description/name for the document being uploaded.
- Upload. Press [Upload](#) the file will appear in the grid below.

Delete. You can delete a document by pressing "[Delete](#)".

View. You can view a document by pressing "[View](#)".

Confirmation:

Navigate to the [Confirmation](#) tab.

The "Confirmation" page will display the data that has been entered in the format of the voucher. As the voucher is "signed" the signature/approval information will be included on the voucher.

Submit Voucher.

At the bottom of the confirmation page you will be asked to check the box to swear to the correctness of the voucher. Click on the to sign the voucher. The [Submit](#) will be highlighted. Click on the button to submit the voucher to the [Attorney](#)

Note: Once the voucher has been submitted, you will be able to view it but you will not be able to change it, unless it is returned to you by the [Attorney](#)

Delete Voucher. You can delete a draft voucher by clicking on [Delete Draft](#) You can not delete a voucher that has been submitted to the Attorney unless it is returned to you.

The screenshot shows a light blue interface. At the top, a red warning message reads: "Attention: The notes you enter will be available to the next approval level." Below this is a white text area labeled "Notes". At the bottom, there is a yellow box containing a checkbox, the text "I swear and affirm the truth or correctness of the above statements", and a "Date:" label. To the right of this box is a large yellow "Submit" button with a green arrow icon. Two red arrows point to the checkbox and the "Submit" button.

Returned Voucher:

If the Attorney needs to return a voucher, an email will be generated and sent by the system notifying you of the reason the voucher is being returned and any instructions from the Attorney.

The document will appear in **gold** in the [My Vouchers](#) folder on your home page.

Expert Homepage:

My Vouchers			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
2:12-CR-002... Start: 01/01/1901 End: 01/01/1901	Marisela Isela Quintana ... Claimed Amount: 0.00	CJA-21 Lisa A Legal Paralegal Services	Voucher Entry  Edit
2:12-CR-002... Start: 05/19/2011 End: 05/19/2011	Marisela Isela Quintana ... Claimed Amount: 234.00	CJA-21 Lisa A Legal Paralegal Services	Voucher Entry  0980.0000825 FINAL PAYMENT

The voucher will retain the voucher number it received with it was

submitted and the status will return to



You may access the voucher by clicking on the [voucher number](#).

Edit Voucher:

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

- Click on "Edit" for the voucher you want to access.
- Make your additions per the foregoing instructions.

Remember to **Save** the voucher each time you work on it.

My Vouchers			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
2:12-CR-002... Start: 01/01/1901 End: 01/01/1901	Marisela Isela Quintana ... Claimed Amount: 0.00	CJA-21 Lisa A Legal Paralegal Services	Voucher Entry  Edit

CJA 31 Specifics

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

Claim Status

Start Date 5/3/2010 End Date 5/3/2010

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

Have you previously applied to the court for compensation and/or

If Yes, were you paid?

Other than from the Court, have you, or to your knowledge has a payment (compensation or anything of value) from any other source this representation?

Stage of Proceeding

Capital Prosecution

- a. Pre-Trial
- b. Trial
- c. Sentencing
- d. Other Post Trial
- e. Appeal
- f. Petition for the US Supreme Writ of Certiorari

Habeas Corpus

- g. Habeas Petition
- h. Evidentiary Hearing
- i. Dispositive Motions
- j. Appeal
- k. Petition for the US Supreme Writ of Certiorari

Other Proceeding

- l. Stay of Execution
- m. Appeal of Denial of Stay

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