

Introduction

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

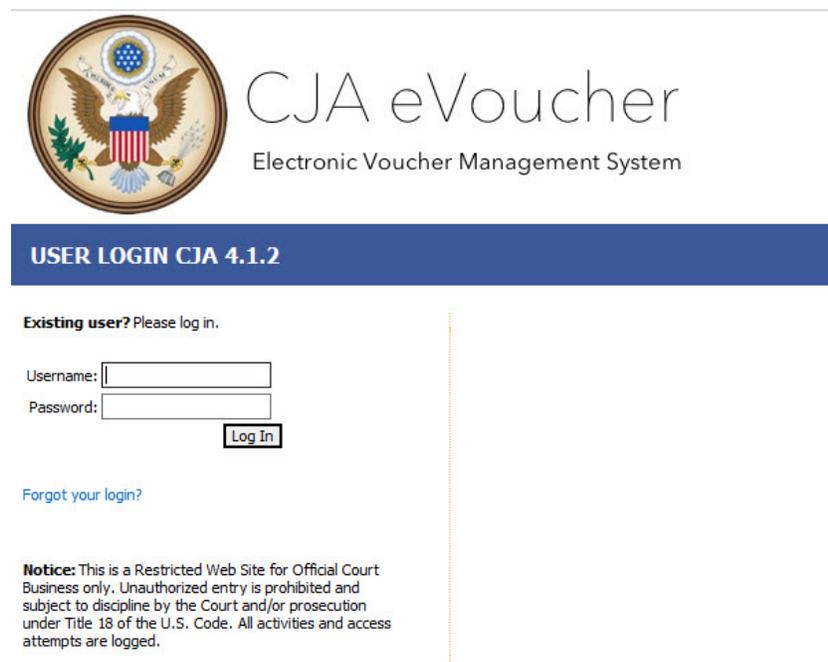
- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic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

Browser Compatibility

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

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



 CJA eVoucher
Electronic Voucher Management System

USER LOGIN CJA 4.1.2

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

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

Username: and/or

Email:

Profile

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

Home Operations Reports CMECF Links Help Logout	
Help > My Profile Welcome Abraham Astley, Expert	
Login Info <small>Your Login information</small>	UserName: Astley CMECF Access is NOT validated <input type="button" value="Edit"/>
Expert Info <small>Your personal info</small>	Your Name: Abraham Astley Your Contact Info: Phone: 210-555-3404 Cell Phone: 702-555-1212 Fax: deadm@support.accb.uscourts.gov deadm1@support.accb.uscourts.gov deadm2@support.accb.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 USA <input type="button" value="Edit"/>
Billing Info <small>List all available billing info records</small>	Your default billing info is: Abraham Astley SSN(ET): ***-**-6799 123 Local Blvd, South Any Town, DC 12345 - USA Phone: 888-555-4000 Fax: 888-555-4001 <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Expert Specialties <small>List your assigned specialties</small>	Your current assigned specialties are: [General] Chemist, Toxicologist <input type="button" value="Edit"/>

Changing Your Username and Password

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

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

Login Info Your Login information	Username	<input type="text" value="Astley"/>	change
	Password	****	reset
	CM/ECF Username	<input type="text"/>	validate
	CM/ECF Password	<input type="text"/>	
CM/ECF Access is NOT validated			

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

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

Personal Info

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

Expert Info Your personal info	First Name	<input type="text" value="Abraham"/>	Middle	<input type="text"/>	Last Name	<input type="text" value="Astley"/>	<input type="checkbox"/> Inactive
	Main Email	<input type="text" value="deadmail@support.aobx.uscourts.gov"/>					
	2nd Email	<input type="text" value="deadmail@support.aobx.uscourts.gov"/>					
	3rd Email	<input type="text" value="deadmail@support.aobx.uscourts.gov"/>					
	Phone	<input type="text" value="210-555-3434"/>	Cell Phone	<input type="text" value="702-555-1212"/>	Fax	<input type="text"/>	
	Address 1	<input type="text" value="110 Main Street"/>	City	<input type="text" value="San Antonio"/>			
	Address 2	<input type="text"/>	State	<input type="text" value="TX"/>	Zip	<input type="text" value="78210"/>	
	Address 3	<input type="text"/>	Country	<input type="text" value="USA"/>			

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. Please call the Clerks Office (509-458-3400) if your personal information, address, or phone are incorrect.

Expert Specialties

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

Expert Specialties	Please, select what specialties apply to you:
<p>List your assigned specialties</p>	<p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountant <input type="checkbox"/> Ballistics Expert <input type="checkbox"/> CALR (Westlaw, Lexis, etc) <input checked="" type="checkbox"/> Chemist, Toxicologist <input type="checkbox"/> Computer (Hardware, Software, Systems) <input type="checkbox"/> Computer Forensics Expert <input type="checkbox"/> Documents Examiner <input type="checkbox"/> Duplication Services <input type="checkbox"/> Fingerprint Analyst <input type="checkbox"/> Hair, Fiber Expert <input type="checkbox"/> Interpreter Translator <input type="checkbox"/> Investigator <input type="checkbox"/> Jury Consultant <input type="checkbox"/> Legal Analyst/Consultant <input type="checkbox"/> Litigation Support Services <input type="checkbox"/> Mitigation Specialist <input type="checkbox"/> Other <input type="checkbox"/> Other Medical Expert <input type="checkbox"/> Paralegal Services <input type="checkbox"/> Pathologist, Medical Examiner <input type="checkbox"/> Polygraph Examiner <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Psychologist <input type="checkbox"/> Voice, Audio Analyst <input type="checkbox"/> Weapons Firearms Explosive Expert <p>Transcript</p> <ul style="list-style-type: none"> <input type="checkbox"/> Court Reporter

Home Page and Navigation (menu)

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

The screenshot displays the eVoucher home page interface. At the top, there is a navigation menu with links for Home, Operations, Reports, CME/CF, Links, Help, and Logout. Below this, a user profile section for Abraham Aitley (Expert) includes links for My Profile, My Appointments, and Search Existing Appointments. The main content area is divided into three sections, each with a blue callout box:

- My Documents:** A table with columns Case, Defendant, Type, and Status. It lists two items:

Case	Defendant	Type	Status
1:14-CR-00802-AA- Sum: 02/20/2009 Enl: 05/26/2010	Jehadiah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Aitley Interpreter Translator	Voucher Entry 0.00, 0.00, 0.00 Status: Pending
1:14-CR-00802-AA- Sum: 05/26/2014 Enl: 05/26/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Aitley Chemist, Toxicologist	Voucher Entry Enl
- My Submitted Documents:** A table with columns Case, Defendant, Type, and Status. It lists one item:

Case	Defendant	Type	Status
1:13-CR-00563-GG- Sum: 01/29/2009 Enl: 05/26/2010	Patricia Ward (# 1) Claimed Amount: 215.00	CJA-21	Submitted to Attorney
- Closed Documents:** A table with columns Case, Defendant, Type, and Status. It contains the message: "No rows have been recorded on the database".

My Documents

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

My Submitted Documents

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

Closed Documents

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

Search

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

Note:

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

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

The eVoucher menu

Home Operations Reports CMECF Links Help logout

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

CJA-21/31 Entry

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

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



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

Page 1 of 1 (1 items)

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

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

Home Operations Reports CMECF Links Help logout

CJA-21
Voucher Entry
Def.: Sevrin Brian
Link to CM/ECF
Voucher #: Start Date: 8/8/2014 End Date: 8/8/2014
Summary: \$0.00

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

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Sevrin Brian	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:13-CR-07387-1-BB	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Brian	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 17A:102.F COPYRIGHT LAWS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Cindy Caltagirone - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-378-2343		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order Nunc Pro Tunc Date 8/1/2013 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

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

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

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

Services

Date: 8/8/2014 * Description: *
 Hours: * Rate: *
 Add Remove

* Required Fields

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

Date	Description	Hrs	Rate	Amt
No data				

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

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

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

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

Expenses

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

Expense Type: Travel Miles *

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36

* Required Fields

Drag a column to this area to group by it.

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

1 Page 1 of 1 (1 items)

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

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

Claim Status

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

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

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

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

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

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a navigation bar with tabs: Basic Info, Services, Expenses, Claim Status, Documents (selected), and Confirmation. Below the navigation bar, the title 'Supporting Documents' is displayed. A blue header box contains the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a form with a 'File' input field and a 'Browse...' button, and a 'Description' text area. An 'Upload' button is located at the bottom right of the form. Below the form, there is a table with a header row containing 'Description', 'Delete', and 'View'. The table body shows 'No Attachments'.

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

The screenshot shows the 'Confirmation' section of a web application. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this, there is a 'Public/Attorney Notes' section with a text area containing the text 'I have attached a PDF copy of the invoice.' Below the notes section, there is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' which is checked. Below the checkbox, the date and time 'Date: 8/8/2014 15:41:0' are displayed. A 'Submit' button with a green arrow icon is located at the bottom right. At the bottom of the page, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

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

Returned Vouchers

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

1 Page 1 of 1 (2 items)

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

Printing a Form CJA21

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



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

