CJA eVoucher Expert Manual

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Eastern District of Washington

Questions? Please call:
Renea Grogan 509-458-3413
Or
Jaime White 509-458-3416

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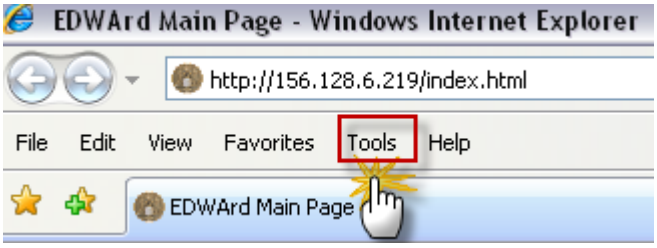
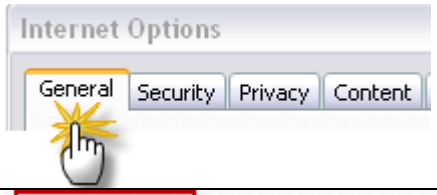
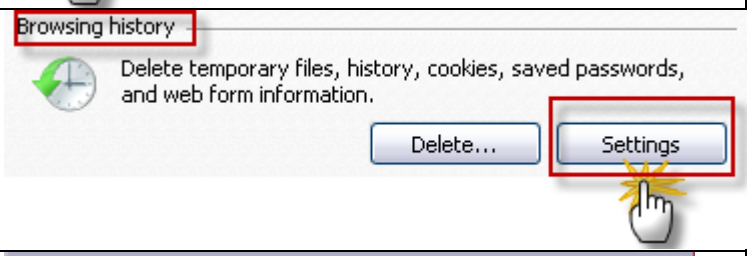
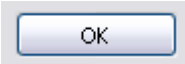
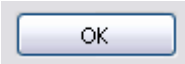
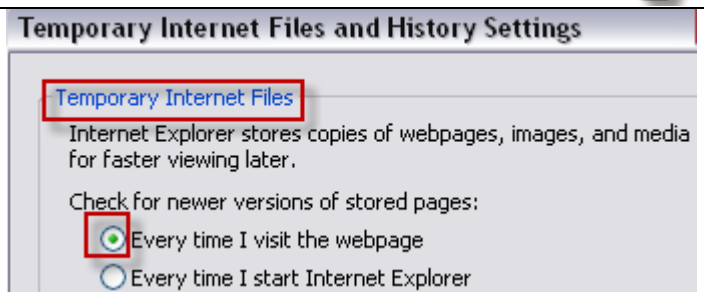
Initial Setup

STEP	RESULT
Set Preferred Browser Selection in **Internet Explorer** Click Tools Click Internet Options at bottom of list	
Click General	
Under Browsing history Click Settings	
Under Temporary Internet Files Select Every time I visit the webpage Click  Click  again	

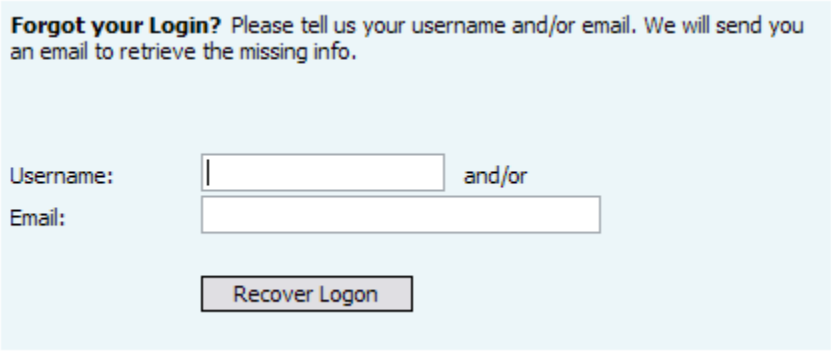
Access to eVoucher

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 Log In .

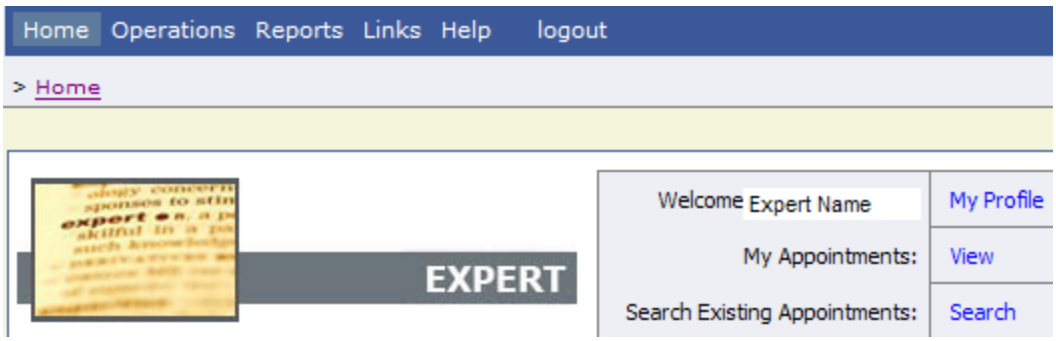
Login Recovery

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



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

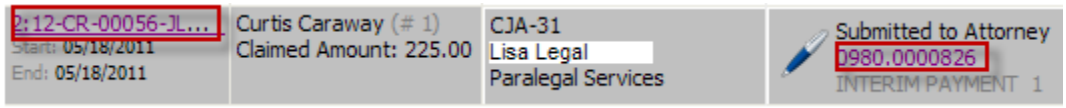
Contains vouchers that you are currently working on.

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

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)



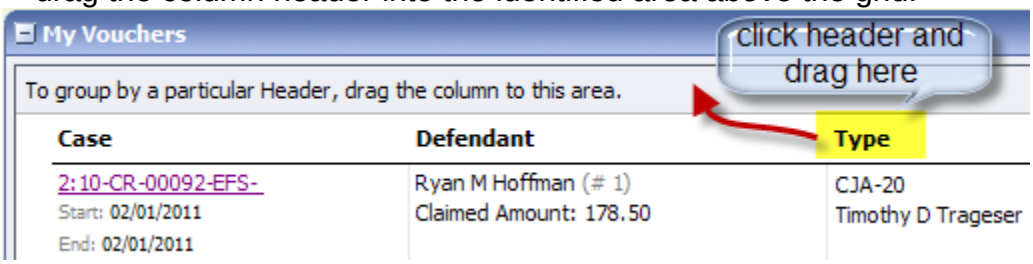
How to Print a Voucher

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**.

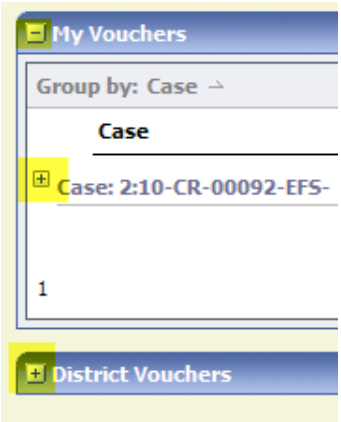
Adjusting Views

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.



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



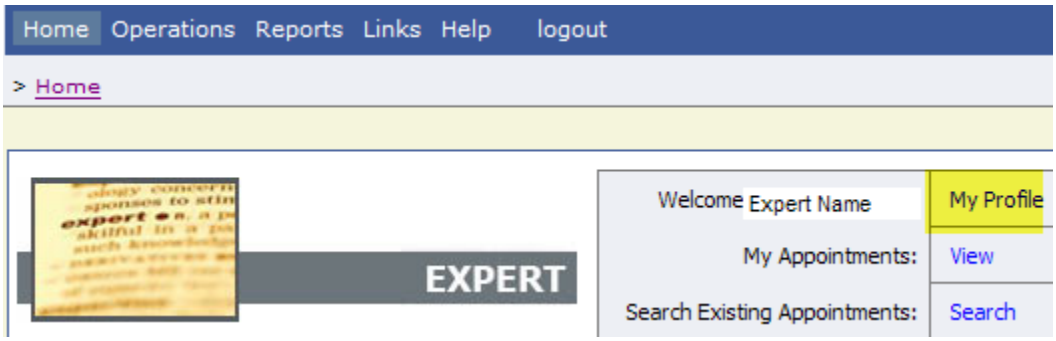
- Moving Folders. Click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

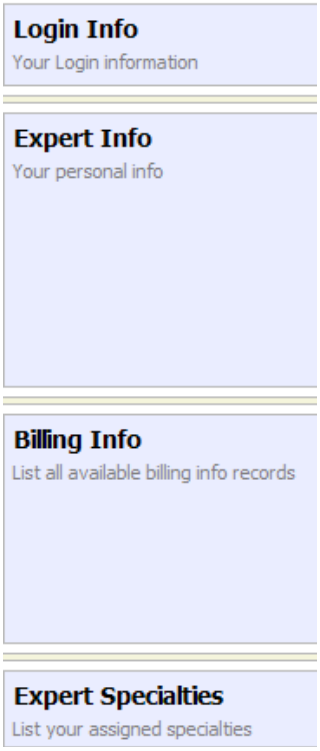
Menu Bar

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

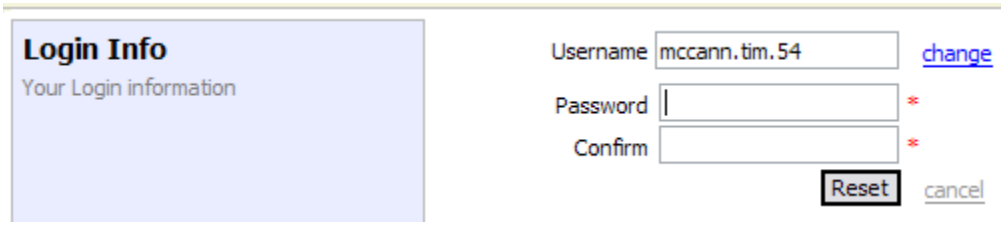




To change your login information, password, personal information, billing information or specialty information; click on My Profile and then Edit for the section you would like to change.

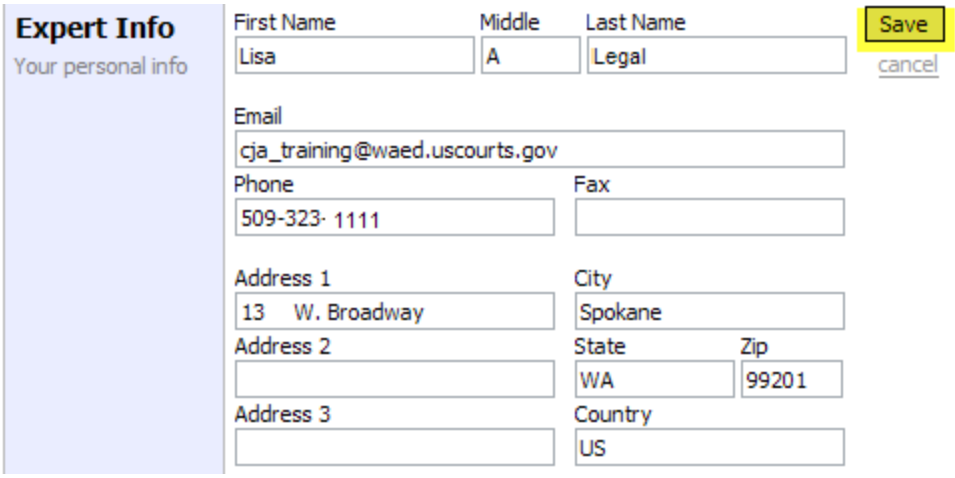
Login Info:

- 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 Reset.



Expert Info:

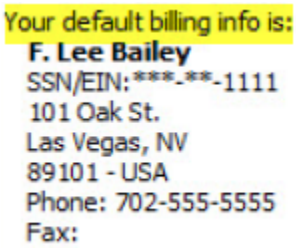
It is the expert's responsibility to maintain accurate contact information. Enter the desired information in the fields and press Save



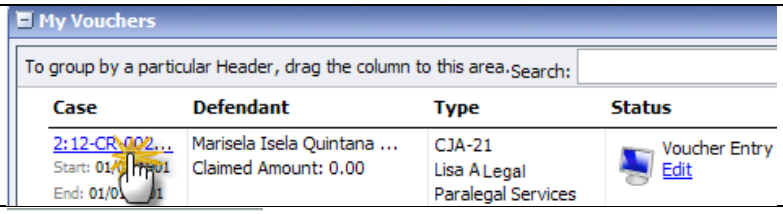
Billing Info:

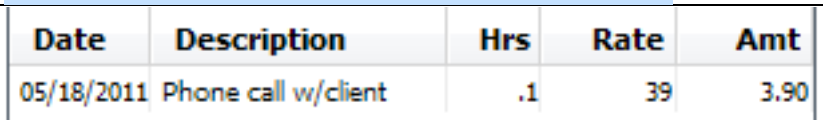
It is the expert's responsibility to maintain accurate billing information. You may have multiple bill records, i.e., tax number and/or addresses.

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.



Create a Voucher / Document (CJA 21)

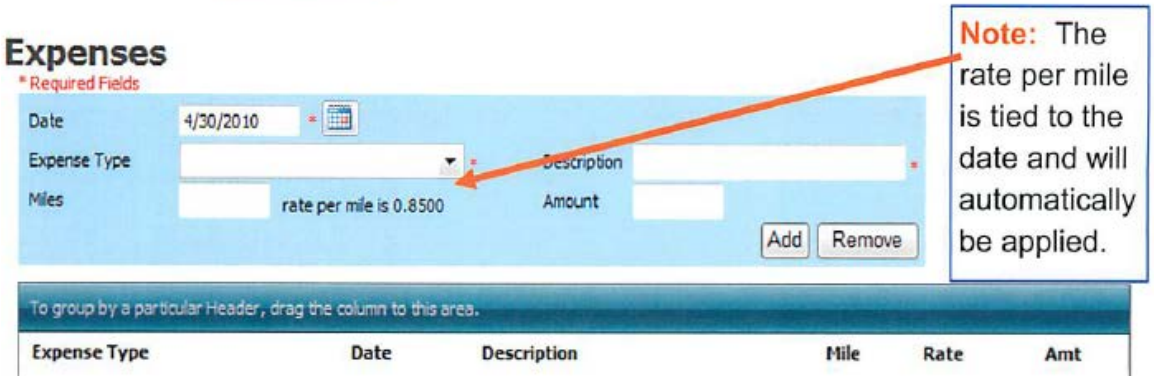
Step	Result
1. Locate the Voucher from My Vouchers box on home page	
2. Click on **Case** hyperlink	**Basic Info**
3. Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top Or move directionally on the bottom	
4. Click Services	**Services** **Entering Services:**
5. Enter **Date** the service was provided, type in the date or click on the calendar and select the date	
6. Type a **Description** of the service provided	

7. Type the number of **Hours** (note: it must be in 10ths of an hour, i.e., .1)	Hours *
8. Type the hourly **Rate**	Rate *
9. Click and the entry will appear in the grid below	 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 Add
10. Click Save to save your entries	Save
11. Click Delete Item to remove an item from the grid	Delete Item

Date	Description	Hrs	Rate	Amt
05/18/2011	Phone call w/client	.1	39	3.90

Entering Expenses:

Navigate to the Expenses tab.



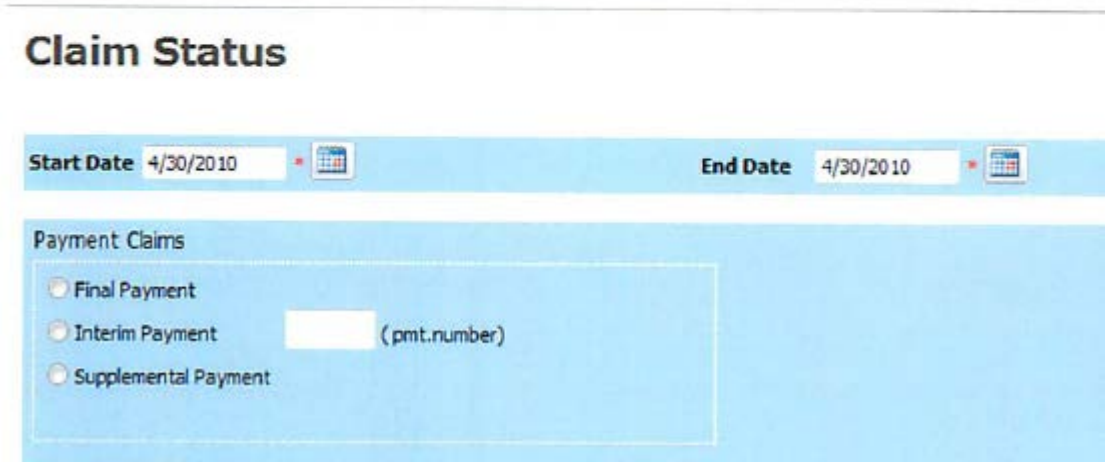
- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date)
- Expense Type . Click on the ▼ and select (click on) the type of expense from the drop-down list.
- Description. Type a description of the expense.
- Miles. Type the number of 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 Add 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 Add

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

Note: Press Delete Item to remove an item from the grid.

Claim Status:

Navigate to the **Claim Status** tab.



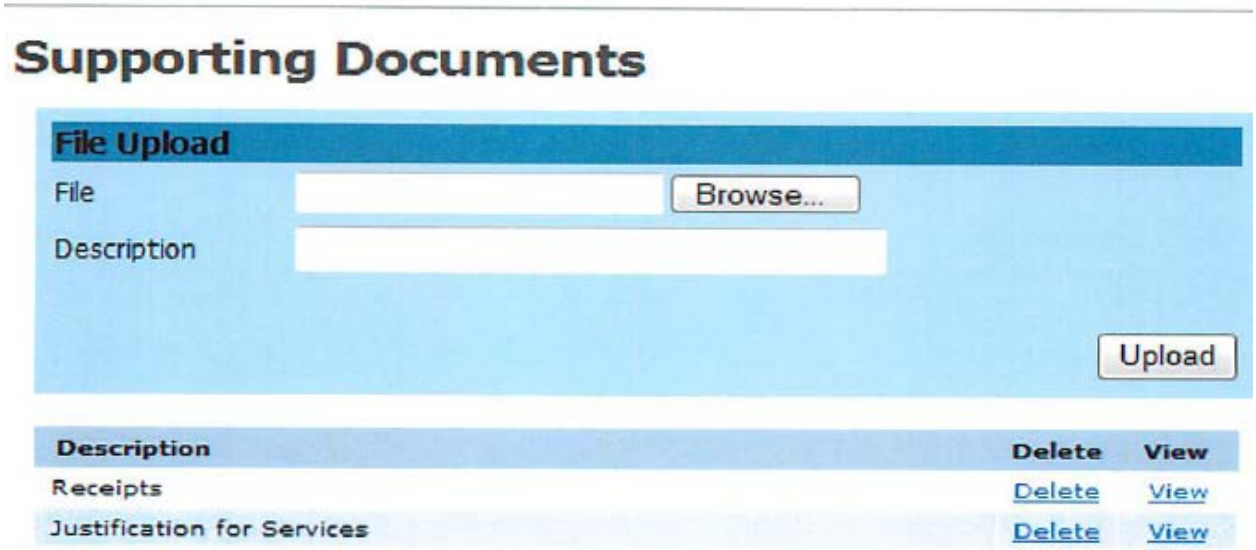
- Start Date: Enter the beginning date for the time period covered by this voucher (you can either type in the date or click on the calendar and select a date).
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If 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.



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.

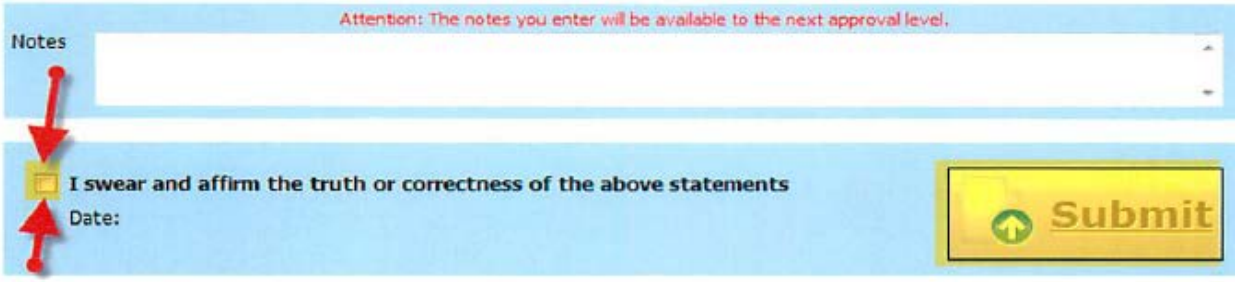
The "Confirmation" page will display the data that has been entered in the format of the voucher. As the voucher is "signed" the signature/approval information will be included on the voucher.

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.

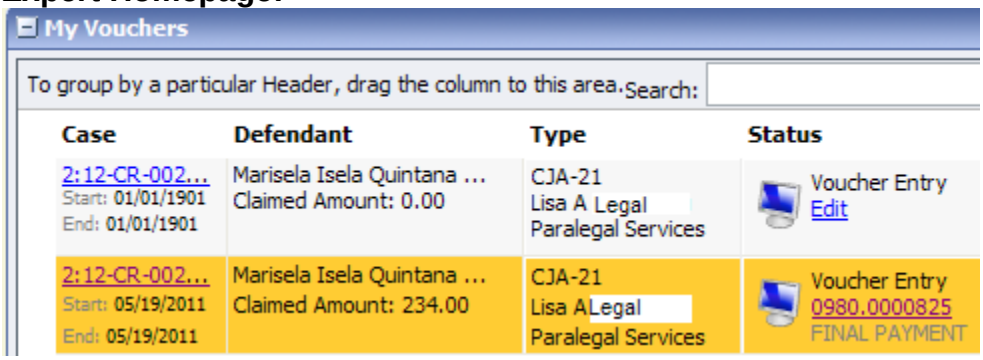


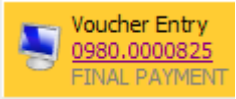
Returned Voucher:

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:



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.

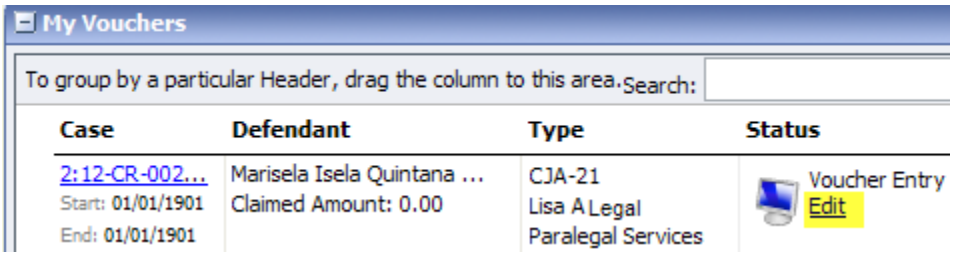
Edit Voucher:

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.



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.