

eVoucher FAQs/Troubleshooting

How do I access the eVoucher site?

The website address is:

https://evsdweb.ev.uscourts.gov/CJA_wae_prod/CJAeVoucher/

Is this site different than the one I use for other courts?

All of the United States District Courts are using eVoucher. They look exactly the same from the attorney's perspective, but are separate websites. If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

How can I change my username and password?

Click on the Help menu or the profile icon, and then click **Single Login Profile**. The Account Information section is automatically displayed. Review your account information to ensure it is correct or to make any modifications. Your username is your email address. To modify a selection, click **Edit**. Click the +/- icon to expand the Security Questions section. You can change your security questions and/or update your answers for each question.

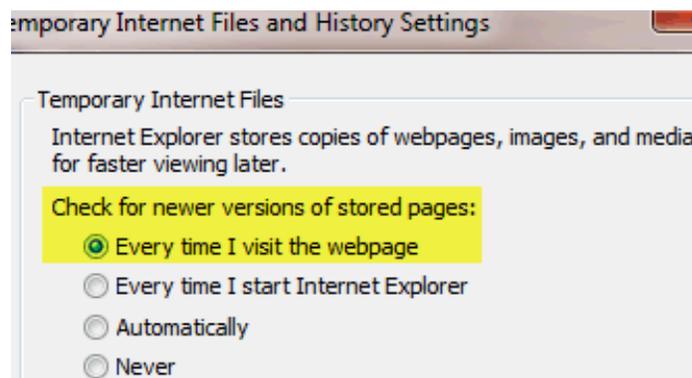
Why does the eVoucher program sign out even though I am entering data?

The eVoucher program only recognizes "action" items – like hitting the Save button – as activity and will periodically time out for security purposes. It is good practice to save your work often to prevent loss of data, however, the program will automatically save your work if it does time out.

I have lost data even after I hit the “Save” button – what happened?

The probable culprit is an outdated web browser. Make sure you have a current version (on Windows, the site works best using Internet Explorer 8 or newer; with Apple, the site works best using Safari 5 or newer).

If you have an updated web browser, it may be that the cache setting needs to be changed. On your browser menu bar, go to Tools and click on “Internet Options.” From the “General” tab in the “Browsing history” section, click on the “Settings” button. Chose the option shown here:



I received this error message  The date of this voucher is before the Appointment Date. and I can't submit my voucher. What do I do now?

Contact the Clerk's Office to request a nun pro tunc date. If deemed appropriate, staff will enter a nunc pro tunc date so that your voucher can be submitted with time prior to the date of your appointment.

What do I do when I get this error message?



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

Go to the Claim Status section of the voucher. The start date and the end date in that section have to be the earliest and latest dates you entered in either the services or expenses section. To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically:

Basic Info Services Expenses Claim S

Services

* Required Fields

Date *

Service Type *

Doc. # (ECF) Pages

Hours * at rate 125.00

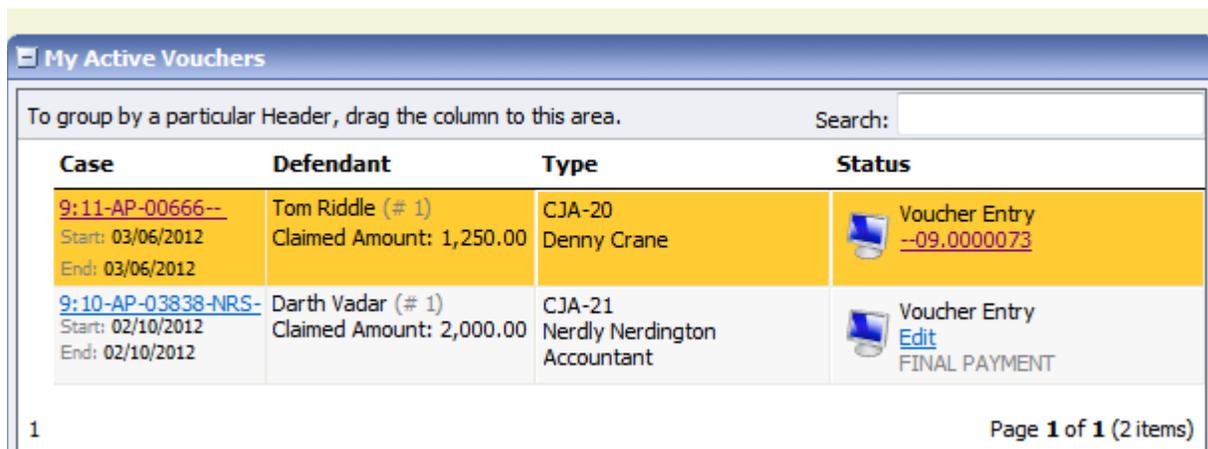
To group by a particular Header, drag the column to this area.

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Click on Date again and it will sort in reverse chronological order. Once you have entered the correct start and end dates in the Claim Status section, refresh your browser and the error message will go away.

I submitted a voucher but now it is back in My Active Vouchers but appears highlighted – what does that mean?

An entry that looks like the one below means that the voucher has been rejected by CJA court staff.



Case	Defendant	Type	Status
9:11-AP-00666-- Start: 03/06/2012 End: 03/06/2012	Tom Riddle (# 1) Claimed Amount: 1,250.00	CJA-20 Denny Crane	 Voucher Entry --09.0000073
9:10-AP-03838-NRS- Start: 02/10/2012 End: 02/10/2012	Darth Vader (# 1) Claimed Amount: 2,000.00	CJA-21 Nerdly Nerdington Accountant	 Voucher Entry Edit FINAL PAYMENT

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Counsel should receive an email from the system with an explanation, but the reason for the rejection can also be found in the Notes section of the Confirmation tab. Click on the voucher number, go to Confirmation, and scroll down to the Notes section.

I created and submitted a CJA21 voucher for a service provider. Why does it still show up in My Active Vouchers folder?

The attorney creates all CJA21/31 vouchers and most often will submit them as well. However, some frequently used service providers may be granted direct access to the system and allowed to submit their own vouchers after they are created by the attorney. Whether the attorney submits on behalf of the service provider, or the service provider submits on their own behalf, the attorney must then approve the voucher. So if the attorney is submitting a voucher on behalf of a service provider, s/he must submit the voucher first and then approve the voucher (in the same manner).

How can I get a copy of my actual voucher and time/expense entries?

From any tab within a voucher (basic info, services, etc,) there will be a Reports section on the left side. The report entitled Form CJA20 will give you a copy of the form as well as your detailed time and expense entries. You can choose to print out the report or save it as a pdf.



I had many vouchers in my Closed Vouchers folder on my Home Page, but some of them have disappeared – have they been removed from the system?

Closed vouchers are periodically archived by court staff. Once archived, they are removed from your closed voucher folder. However, they are still in the system. They can be located by using the Search Appointments feature, under Operations on the blue menu bar:



My case is closed but still appears in my Appointments' List folder. How can I remove it?

In order for a representation to be removed from your home page, the CJA staff must enter a closed date on the appointment. Contact the Clerk's Office to request the closure of any appointments.