July 2014

CJA eVoucher Service Provider~Expert Manual

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:

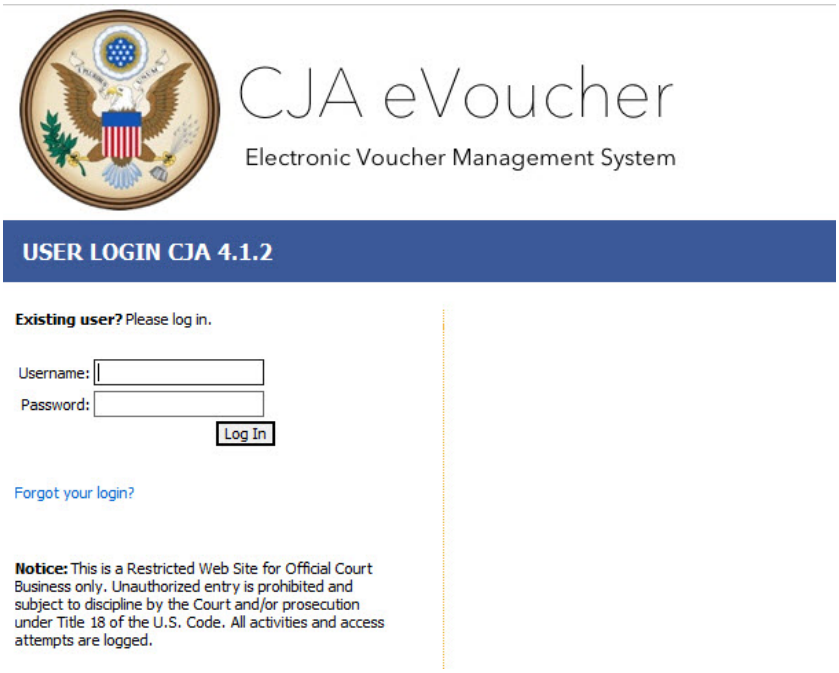
- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic 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

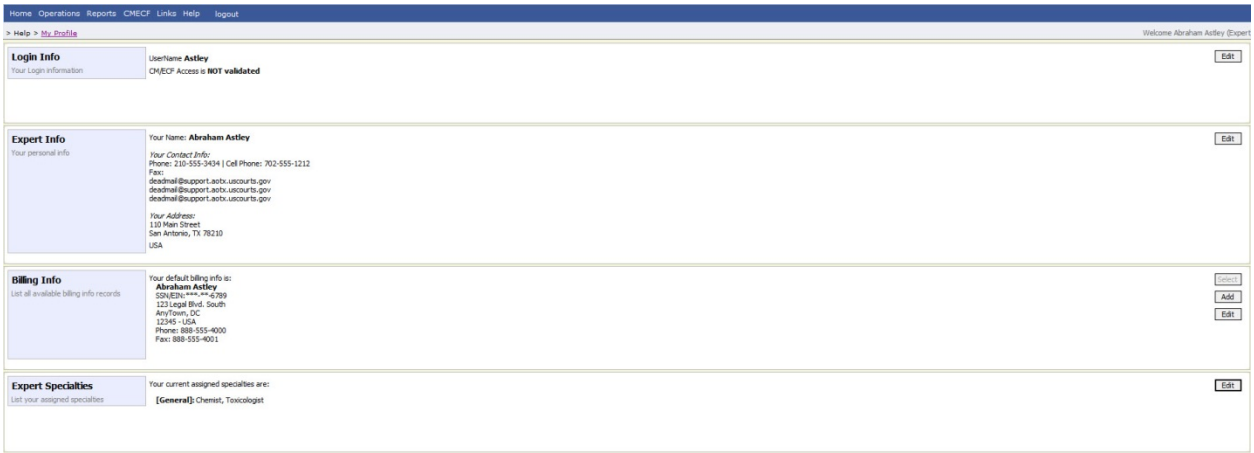
Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



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.

Profile

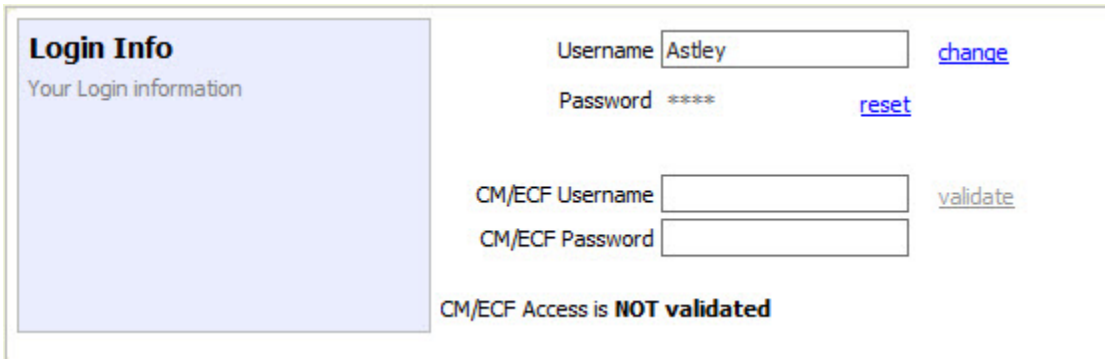
Your profile contains your login information, your contact information, as well as the billing information which will be used to pay for your services. Your district may allow you to manage and update this information.



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.



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

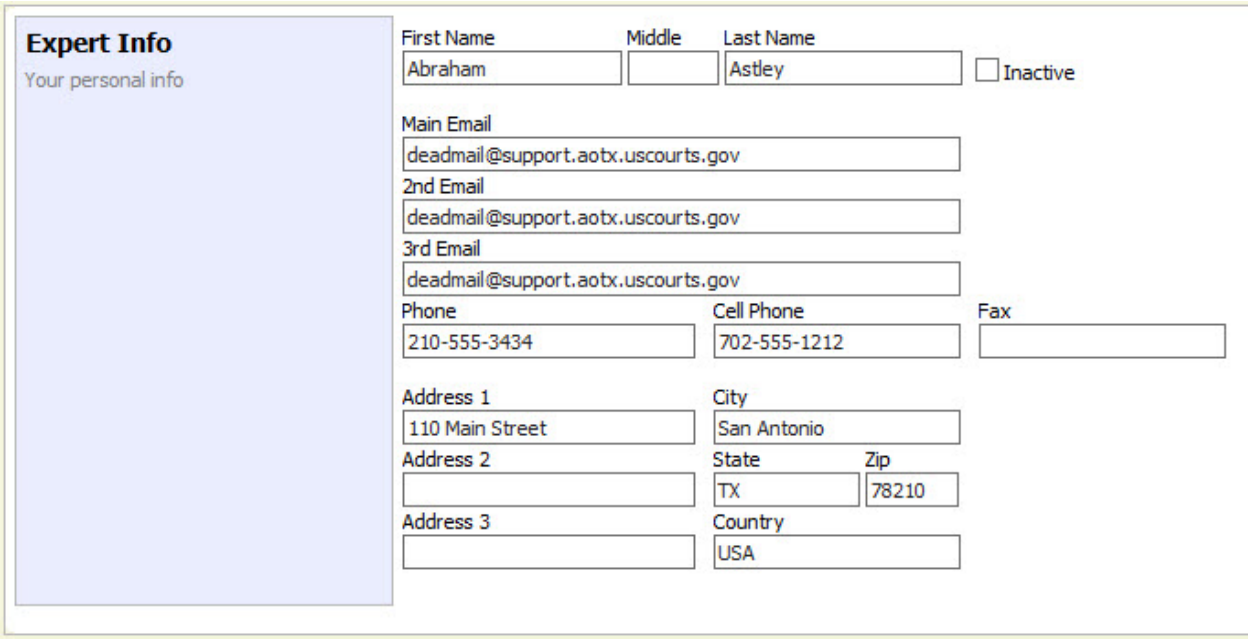
To change your password, click the **reset** hyperlink. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

CM/ECF Login

If your court is allowing access to CM/ECF through eVoucher, log in using your CM/ECF username and password and click **Validate**. Once your login is verified, access will show as validated.

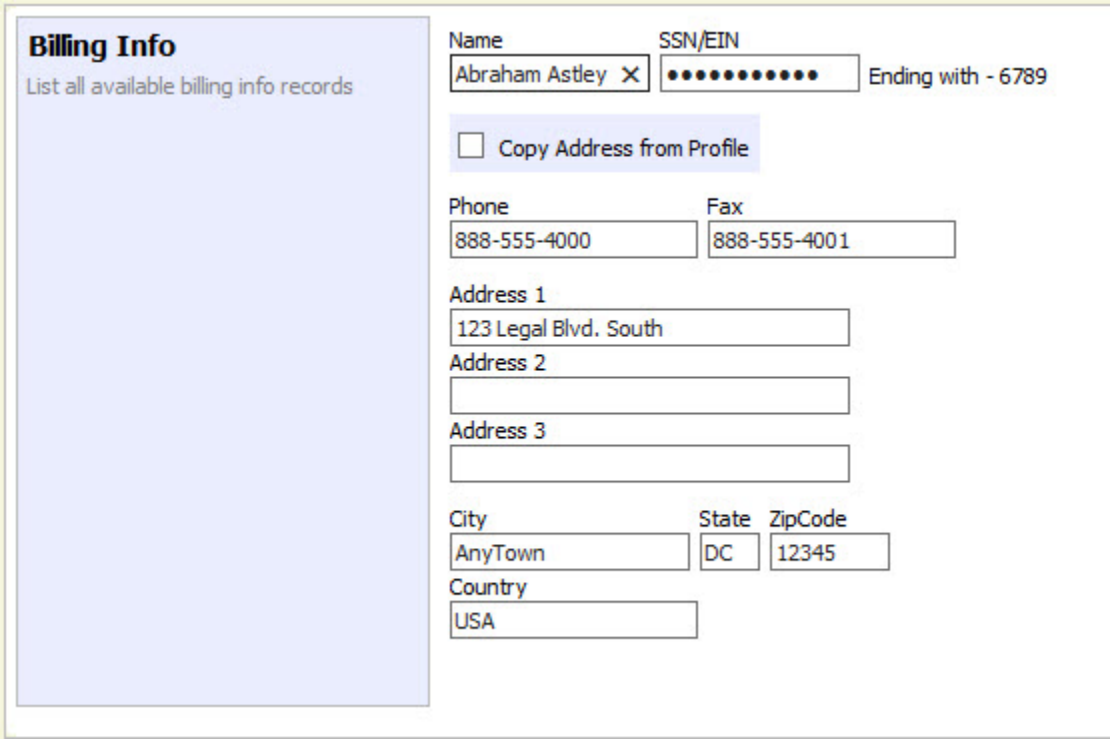
Personal Info

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.



Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the checkbox to **Copy Address from Profile**. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile.



You may add additional billing records by clicking the **Add** button. You, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

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

List your assigned specialties

Please, select what specialties apply to you:

General

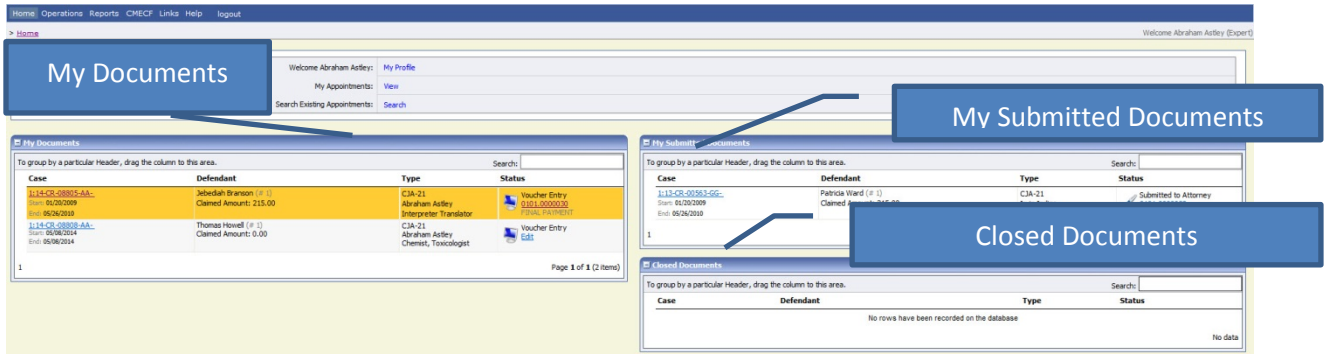
- [ ] Accountant
- [ ] Ballistics Expert
- [ ] CALR(Westlaw, Lexis, etc)
- [x] Chemist, Toxicologist
- [ ] Computer (Hardware, Software, Systems)
- [ ] Computer Forensics Expert
- [ ] Documents Examiner
- [ ] Duplication Services
- [ ] Fingerprint Analyst
- [ ] Hair, Fiber Expert
- [ ] Interpreter Translator
- [ ] Investigator
- [ ] Jury Consultant
- [ ] Legal Analyst/Consultant
- [ ] LitigationSupport Services
- [ ] Mitigation Specialis
- [ ] Other
- [ ] Other Medical Expert
- [ ] Paralegal Services
- [ ] Pathologist, Medical Examiner
- [ ] Polygraph Examiner
- [ ] Psychiatrist
- [ ] Psychologist
- [ ] Voice, Audio Analyst
- [ ] Weapons Firearms Explosive Expert

Transcript

- [ ] 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.



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

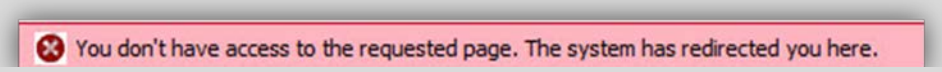
The **Closed Documents** folder contains documents which have been completely processed.

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.



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: • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Expert v. Expert Enter

CJA eVoucher allows two designations for Experts to complete the voucher: Expert and Expert Enter. When the service provider logs in, he or she will see a list of all of his or her documents on the home page. The Expert role will allow the service provider to log in to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has Expert Enter privileges, they will be able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

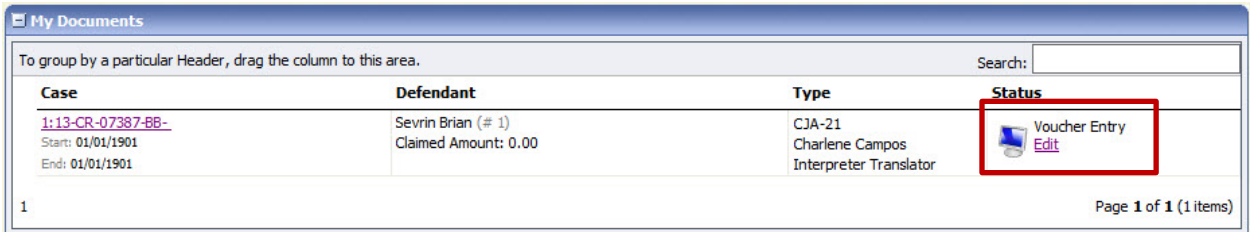
Voucher Assignment ◉ Attorney ○ Expert

This indicates who will be responsible for filling the voucher claim part

CJA-21/31 Entry

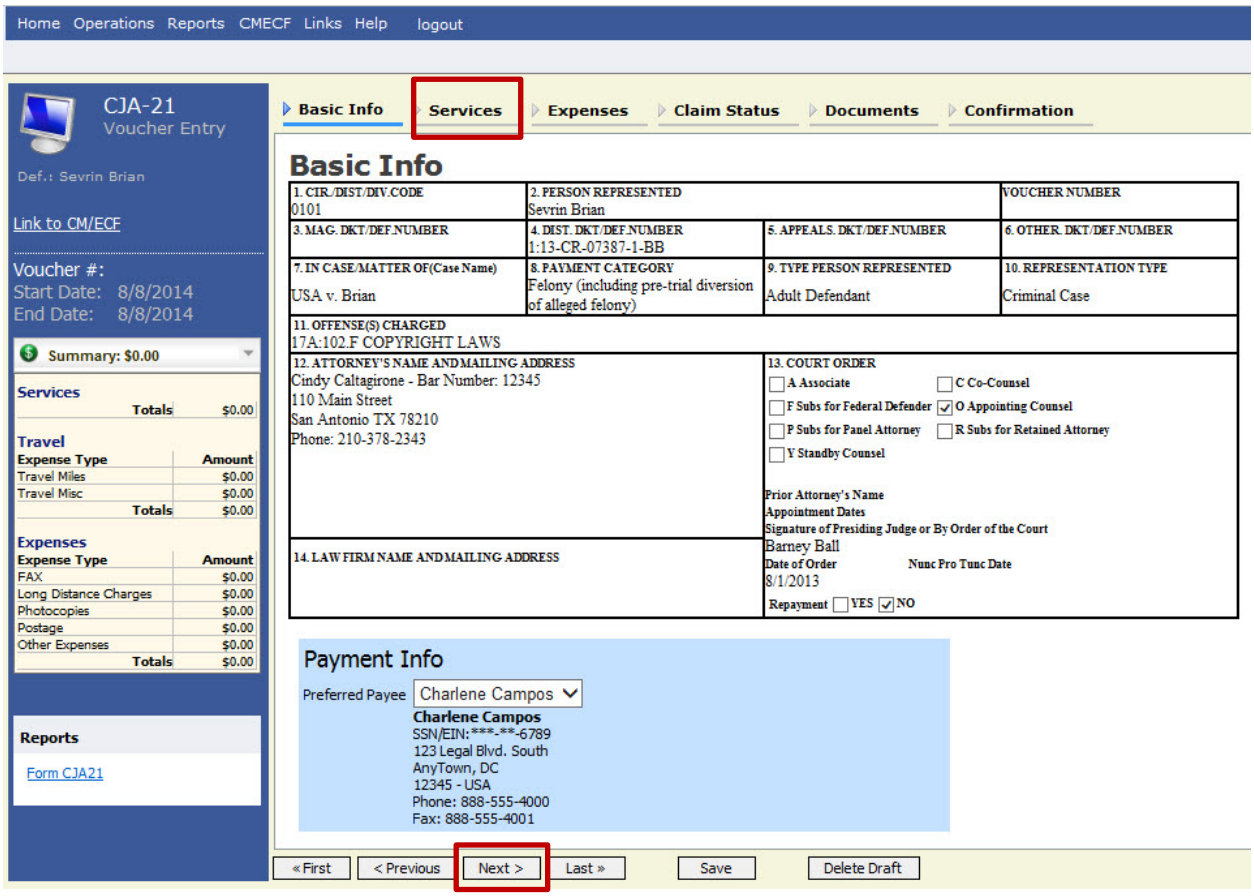
The attorney will create the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (Expert Enter rights), the attorney can choose to let the expert enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting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

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

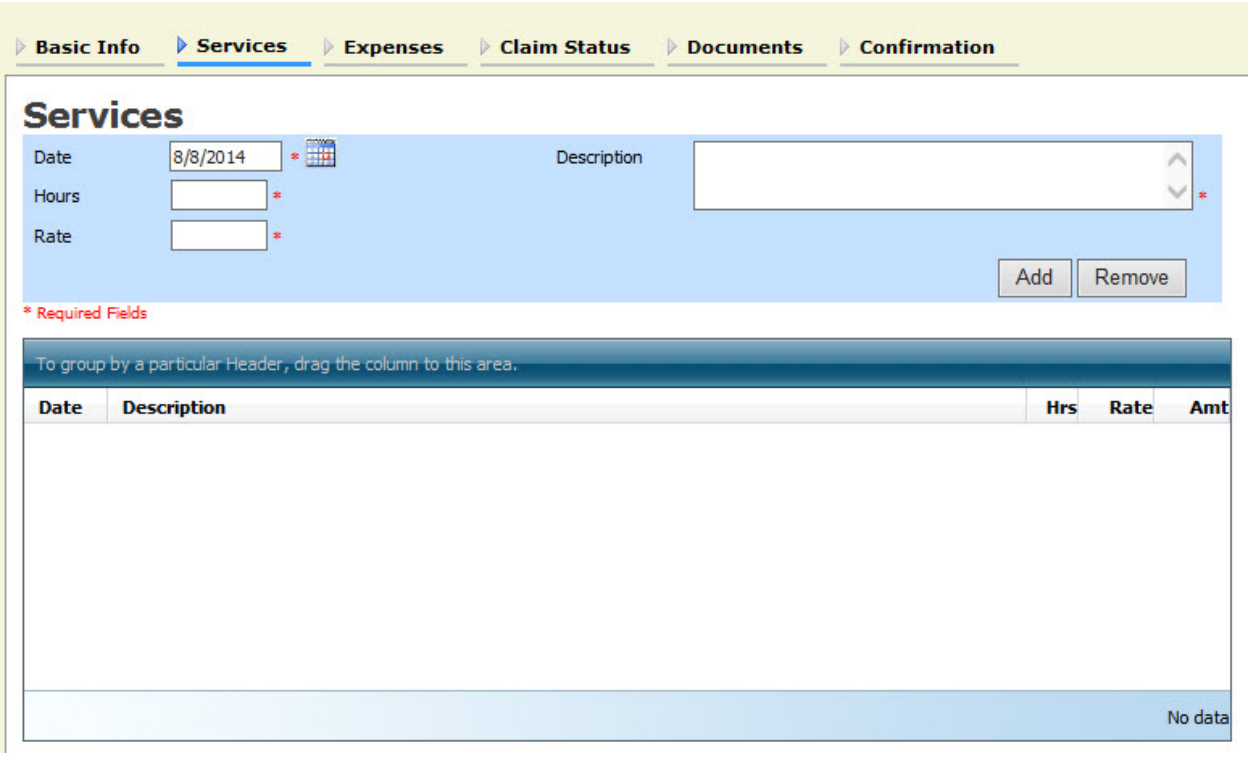


To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

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.



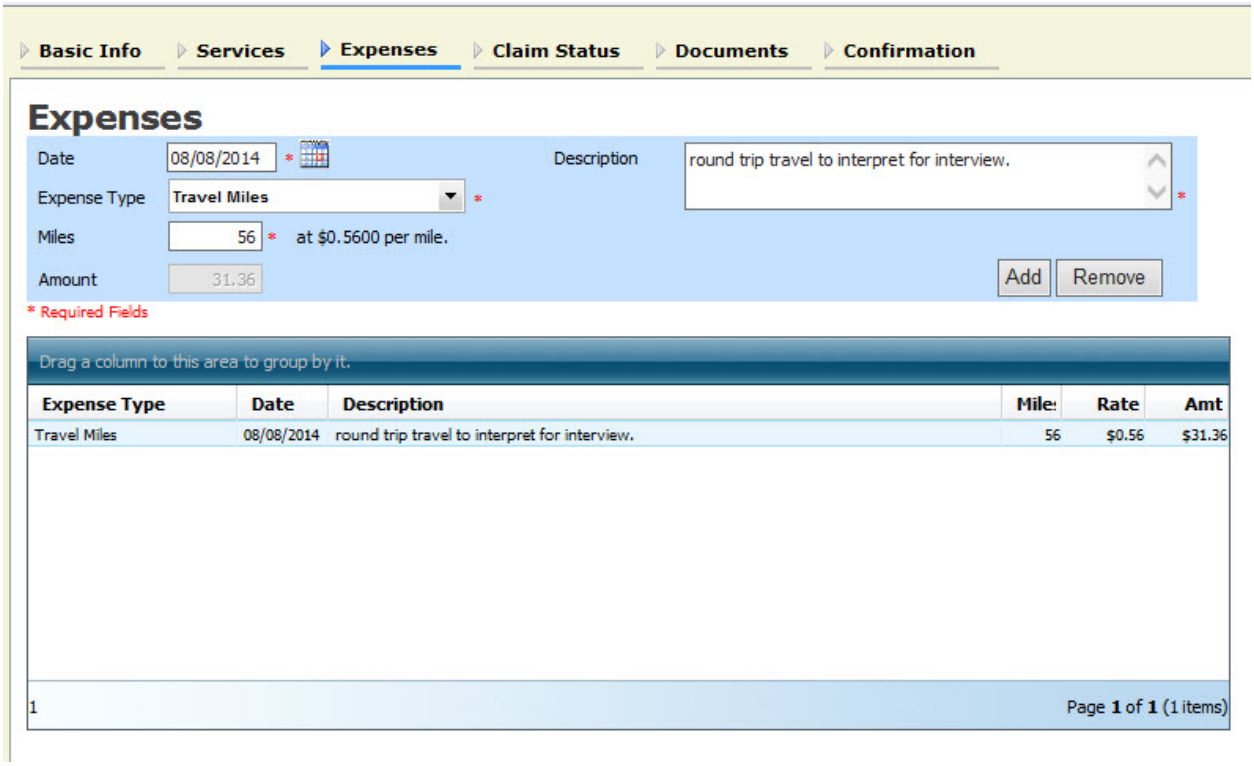
To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of screen or click **Next** at the bottom of the screen.



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.

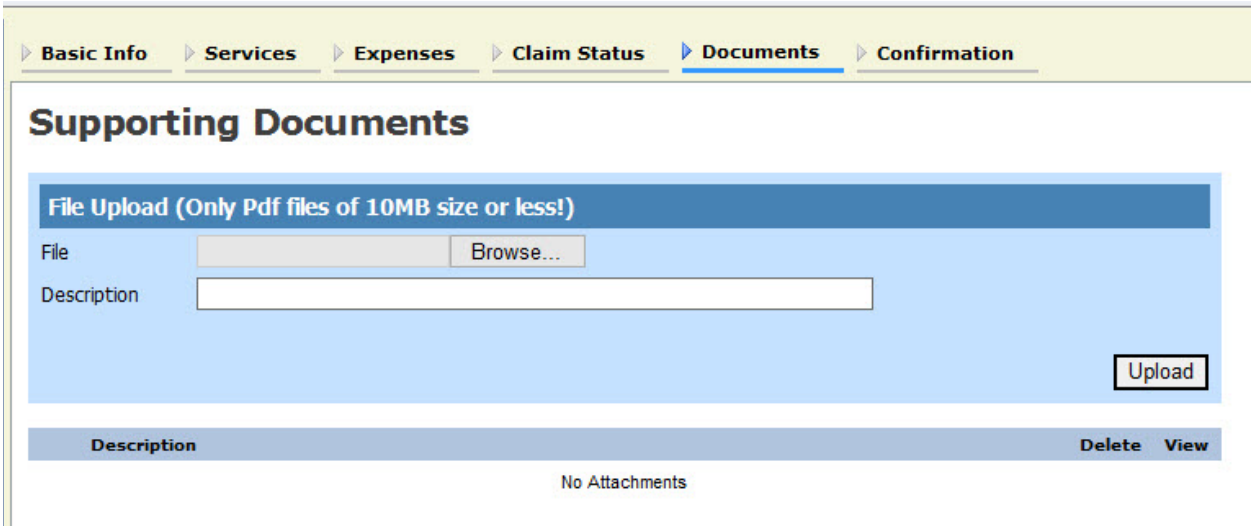


Enter expenses and click **Add**. Be sure to save your items.

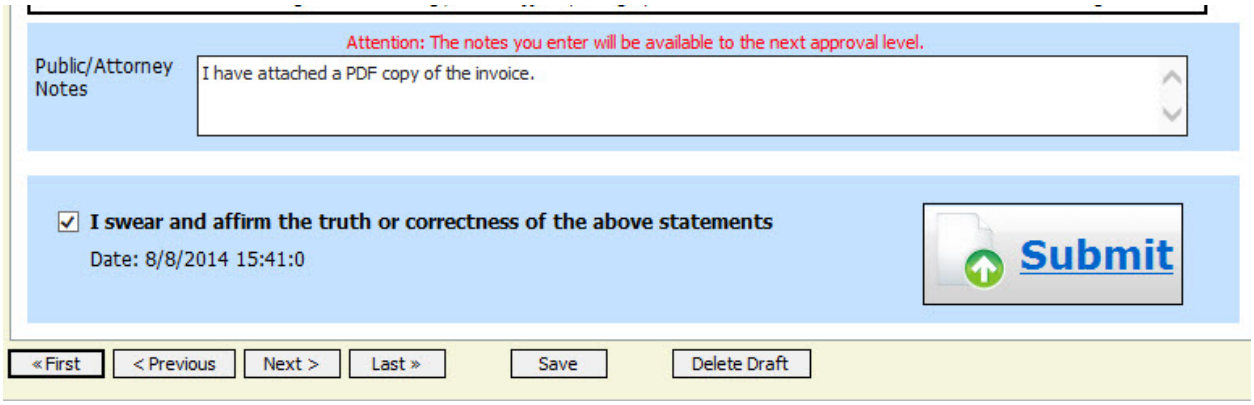
The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

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.

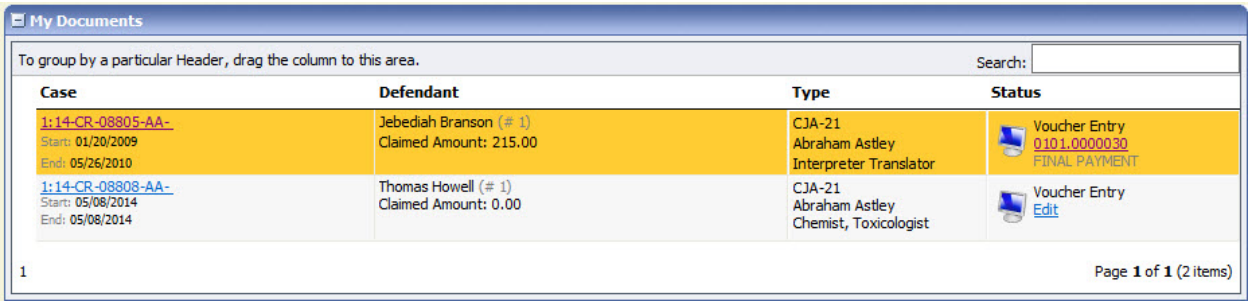


When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.



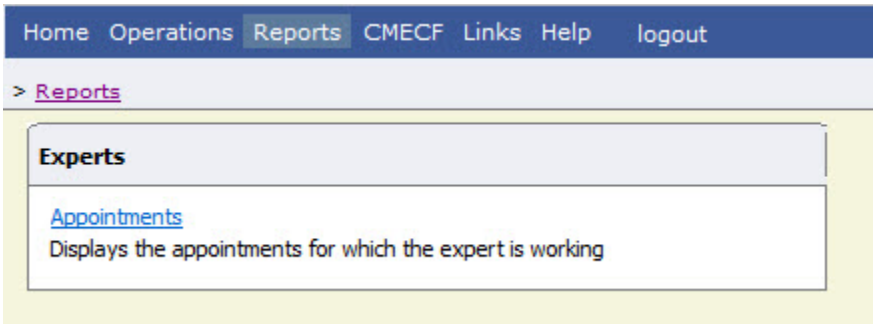
To submit the voucher, select the **"I swear and affirm…"** checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

Returned Vouchers



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.